DOCUMENT RESUME

ED 368 389 IR 054 969

AUTHOR	Brennan, Patricia, Comp.; Reed-Scott, Jutta, Comp.
TITLE	Automating Preservation Management in the ARL Libraries. SPEC Kit 198.
INSTITUTION	Association of Research Libraries, Washington, D.C. Office of Management Services.
REPORT NO	ISSN-0160-3582
PUB DATE	Dec 93
NOTE	204p.
AVAILABLE FROM	Association of Research Libraries, Office of Management Services, 1527 New Hampshire Ave., N.W., Washington, DC 20036.
PUB TYPE	Guides - Non-Classroom Use (055) -- Reports - Research/Technical (143) -- Tests/Evaluation Instruments (160)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Academic Libraries; Database Management Systems; Higher Education; Information Management; Information Technology; *Library Administration; Library Associations; *Library Automation; Library Collections; Library Surveys; Library Technical Processes; *Management Information Systems; *Preservation; Questionnaires; Records Management; Research Libraries
IDENTIFIERS	Association of Research Libraries; Library Computer Systems; *Library Management Information System

ABSTRACT

In the fall of 1993, the Association of Research Libraries (ARL) Office of Management Services conducted a survey to determine the status of automation activities within preservation departments in member libraries. The survey was sent to 68 ARL libraries that have established preservation departments under the management of a preservation administrator. Of the 38 respondents, 76 percent utilize document management systems. The survey instrument and the results are included. The following related documents from several ARL libraries are also included: preservation management information systems and fiscal management statistics from four libraries; production statistics from eight libraries; commercial library binding documents from three libraries; replacement and reformatting documents from eight libraries; condition surveys and needs assessment from four libraries; and an environmental monitoring system from one library. (JLB)

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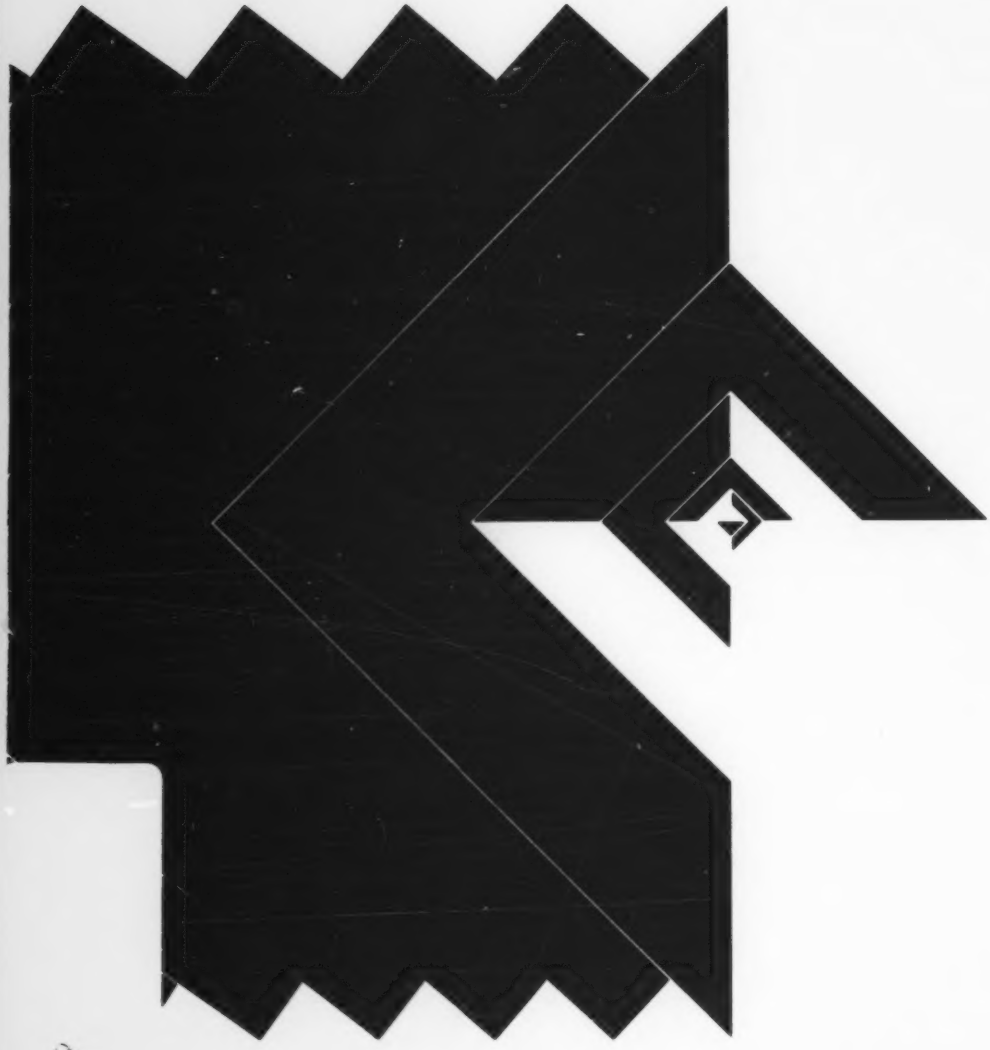
SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 198

Automating Preservation Management in ARL Libraries



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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 198

Automating Preservation Management in ARL Libraries

December 1993

INTRODUCTION

Among the notable developments underway in the field of library preservation is the use of automated systems to enhance management capabilities and increase productivity. Use of automation offers enormous advantages for preservation departments. Database management systems can store and analyze information that can guide critical managerial decisions. Designed to control files, maintain records, and streamline workflow, preservation administrators are using databases to manage backlogs, to record preservation treatments, as critical background for making decisions about appropriate staffing levels, and to generate reports that assist with budget forecasting. The positive impact of streamlined workflows, improved handling procedures, and the ability to share data is a powerful incentive to expand use the of computers.

In the fall of 1993, the ARL Office of Management Services conducted a SPEC survey to determine the status of automation activities within preservation departments in member libraries. The study provides a snapshot of the types of preservation management systems already in place, and of those that are being planned. The survey was sent to 68 ARL libraries that have established preservation departments under the management of a preservation administrator. Thirty-eight institutions responded. The resulting data document slow but accelerating growth in the use of automated management systems.

More than 76 percent of the respondents utilize such systems, and only 24 percent report no applications. Excluded from the survey were electronic mail services, since e-mail capability is a standard feature of everyday life for all preservation administrators. It should also be noted that the use of digital technology for the preservation of deteriorating research resources is outside the scope of this survey.

SURVEY RESULTS

Mirroring developments in the overall information landscape, the state of automation in preservation departments can be characterized as one of constant change. Thirteen libraries are in the midst of implementing major systems upgrades. While previous surveys have shown that automation of preservation functions has emerged only recently, survey responses underscore an accelerating pace. On the positive side of late entry, preservation departments have thus avoided some of the difficulties associated with early automation of other library functions. On the negative side, capitalization on the capabilities and efficiencies of automation has been delayed. Several pace-setting preservation departments report development of innovative applications.

Where Do Preservation Departments Stand? Libraries reported on eight central preservation functions. Of the thirty-eight institutions reporting, only a small percentage have automated all eight functions, and sixteen institutions report plans to automate new functions. The survey reveals an array of applications that are primarily microcomputer-based. Beyond the pervasive use of word processing, most preservation departments have direct access to online catalogs. Other standard capabilities are use of computers for fund accounting, financial analysis, and record keeping, as well as for compiling statistics for internal and external purposes.

Preservation Information Systems. Several libraries have created sophisticated preservation information systems. For managing conservation workflow, a few libraries have developed comprehensive database management systems that track items treated and generate treatment reports and statistics. Not surprisingly, preservation departments report wide-ranging use of computer applications in their brittle books programs, including the tracking of materials being filmed, documentation of technical information, generation of target sheets for microfilming, and preparation of packing lists.

Among recent innovations is the use of "dataloggers" for continuous recording of temperature and relative humidity, along with proprietary software that analyzes data and generates environmental reports. Fourteen libraries have purchased, or are planning to purchase, dataloggers. Condition surveys and needs assessment instruments represent another relatively recent category of specialized preservation software.

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Such tools exemplify the advantages of PC-based systems for generating extensive management reports.

Binding Operations. Application of technology to enhance preservation management efforts has proceeded much as it has within other library operations. The initial thrust of automation activities has been to improve workflow and productivity. Just as library binding served as the core around which preservation programs were built in the 1980s, bindery preparation functions have been among the first to be automated in the 1990s. For the most part this involves the use of computers to prepare binding instructions, track materials to and from the bindery, and prepare management reports. Automation speeds up processing, improves accuracy, and results in the amassing of useful management data. Some libraries use stand-alone, proprietary bindery preparation software packages developed by commercial binderies, by means of which bibliographic and technical information is shared between a library and bindery. Six libraries use ABLE software (Advanced Bindery/Library Exchange), off-the-shelf software designed for the same purpose. Still others use binding programs that are part of the library's integrated system.

Integrated Systems Approach. Survey responses also reflect the general trend in automation away from stand-alone systems and towards integrated systems. The problems inherent in the use of stand-alone, proprietary bindery preparation software provide powerful lessons. Recently, lack of interoperability and connectivity has sparked a collaborative effort to write a standard interface protocol, using an established and widely accepted format (X-12), which has the potential to enable any bindery preparation software package to interface with any automated system. It is inevitable that computer applications that operate in isolation will ultimately evolve into preservation sub-systems that are fully integrated with other automated library systems, such as on-line catalogs and acquisitions systems.

In some instances, computer applications are a mixture of locally developed and off-the-shelf software. Preservation departments at the New York Public Library and Stanford University, for example, have developed customized comprehensive preservation databases. In addition, vendors are responding to the expanding demand for preservation management systems. A case in point is Benchmark, which provides a comprehensive conservation management database that tracks items as they move through the preservation work flow.

Local Area Networks. Notable is the emphasis on local area networks (LANs). LANs link computers within the preservation department, and also connect the preservation department to computers in other library units (the circulation department, for example). The ramifications of improved connectivity are significant. Staff members within the preservation department can share information among themselves more quickly, and can also share information with, and access information within, other library units.

Beyond local efforts, developments at the national level provide important management support for preservation departments. Libraries report access to a wide array of important resources. Preservation decisions, for example, can be recorded in MARC records in the OCLC and RLIN bibliographic databases. Also noteworthy is the capacity to record preservation projects, by subject area, in the Conspectus Online database developed by the Research Libraries Group, Inc. The ARL preservation statistics system, initiated in 1993, will streamline the collecting and processing of member libraries' preservation statistics.

ISSUES AND TRENDS

Developments in technology are reshaping the way preservation administrators conduct their work, offering important opportunities to rethink preservation functions, and resulting in new tools that allow for more efficient management and analysis of operations. At the same time, automation brings with it continuously changing hardware, software, and systems of access. New systems must be learned, existing programs must be converted--and transitions to ever more powerful capabilities must be skillfully administered.

Some libraries are moving to a second stage in their use of automated systems to transform preservation operations. Most significant will be the use of digital technologies to preserve deteriorating research materials, and the use of expert (knowledge-based) systems to assist in preservation decision making.

Economic necessity will be a driving force for increased use of automation in preservation departments. All trends in library automation are toward continued investments in computers and database systems. Despite financial difficulties, preservation administrators will need to allocate a significant portion of the preservation budget for automation support. To date, while a number of preservation departments have pioneered creative computer applications, most survey respondents report limited applications. Preservation administrators face the challenge of identifying the resources that will allow them to take full advantage of automation.

An important next step will be the articulation of a conceptual framework that enables the development of a comprehensive preservation information management system. Such a system will provide preservation administrators with powerful means for increased effectiveness and efficiency.

This kit and flyer were compiled by Patricia Brennan, ARL Program Assistant, and Jutta Reed-Scott, Senior Program Officer for Preservation and Collections Services, Association of Research Libraries, and was prepared as part of the OMS Collaborative Research/Writing Program. Jan Merrill-Oldham, Head, Preservation Department, University of Connecticut assisted in the survey design and analysis of results.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Automating Preservation Management in ARL Libraries

A SPEC Kit compiled by

Patricia Brennan
and
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Association of Research Libraries

December 1993

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SPEC Kits are published by the
Association of Research Libraries
Office of Management Services
21 Dupont Circle, NW
Washington, DC 20036
(202)296-8656
FAX (202)872-0884

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ISSN #0160 3582

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Automating Preservation Management in ARL Libraries

December 1993

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

TO: Preservation Administrators in ARL Libraries
FROM: Jutta Reed-Scott and C. Brigid Welch, ARL
DATE: 24 August 1993
SUBJ: Survey on Automated Preservation Management Systems

ARL is conducting a SPEC survey to compile information about the status of automation in preservation departments in ARL libraries. Survey data, together with the supporting documentation, will be published in a SPEC kit later this year and will assist in profiling the status of automated preservation activities in ARL libraries.

Please send any or all of the following documents pertaining to this survey:

- Automation planning documents
- Descriptions of automated programs currently in use
- Sample printouts of spreadsheets, data files, management reports, etc.
- Any additional documentation that clarifies or expands upon survey responses.

Quick-SPEC Survey

Name:_____ Title:_____

Library:_____ Telephone:_____ E-mail:_____

Using the definitions and terms below, please describe the status of automation in your library's preservation program.

DEFINITIONS

Operating Status: Indicate: Operational (includes systems being modified), Planned (includes systems being implemented), None (indicates no plans, not operational), Discontinued.

# of Workstations: Includes both terminals and PCs used as terminals. The count should reflect the number of workstations permanently connected and/or dedicated to the library application. If additional workstations can access the program through a dial-up system or LAN, record that information in the "Access" section.

Scope: Describe the function for which the system is used.

Access (where applicable): Indicate ways in which the system can be accessed in addition to (or instead of) dedicated workstations. Examples would be dial-up access or a LAN. Please indicate the number of non-dedicated workstations that have access.

Vendor: Indicate the vendor where applicable. If the function is supported by a locally-developed system, record "Local" instead of vendor name.

Comments: Please supply any clarifying or explanatory information here.

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202 296 8656 FAX 202 872 0884

1. Do you have any currently-operational or planned automated systems in preservation?

_____NO If no, please STOP here and return the survey to the address below.

_____YES ' If yes, complete the information for EACH program below:

2. Please describe the status of automation in the library's preservation department for the functions listed below:

A. PRESERVATION FUND ACCOUNTING

Operating Status_____ # of Workstations_____

Scope_____

_____

Access_____ Vendor_____

Comments:

B. ENVIRONMENTAL CONTROL

Operating Status_____ # of Workstations_____

Scope_____

_____

Access_____ Vendor_____

Comments:

C. REPLACEMENT AND REFORMATTING (Includes preservation microfilming, digitization, photocopying, and other means of reproduction)

Operating Status_____ # of Workstations_____

Scope_____

_____

Access_____ Vendor_____

Comments:

D. CONSERVATION

Operating Status_____ # of Workstations_____

Scope_____

_____

Access_____ Vendor_____

Comments:

E. COMMERCIAL LIBRARY BINDING

Operating Status_____ # of Workstations_____

Scope_____
Access_____ Vendor_____
Comments:

F. SHELF PREPARATION

Operating Status_____ # of Workstations_____

Scope_____
_____

Access_____ Vendor_____
Comments:

G. DISASTER PREPAREDNESS

Operating Status_____ # of Workstations_____

Scope_____
_____

Access_____ Vendor_____
Comments:

H. STAFF AND USER TRAINING

Operating Status_____ # of Workstations_____

Scope_____
_____

Access_____ Vendor_____
Comments:

I. OTHER

Operating Status_____ # of Workstations_____

Scope_____
_____

Access_____ Vendor_____
Comments:

Thank you for your assistance with this survey. If you have questions, contact **Jutta Reed-Scott** by email at jutta@cni.org or call at (202)296-2296. Please respond by sending survey responses and documentation to Jutta Reed-Scott, Senior Program Officer, Association of Research Libraries, 21 Dupont Circle, NW, Washington, DC 20036, or FAX (202)872-0884 **by 1 October 1993.**

SUMMARY OF RESPONSES

This listing by reporting library describes the operational or planned automated systems in preservation departments. The summaries are based on library responses to the SPEC survey.

University of California Davis

Program	**Commercial Library Binding**
Status	Operational
Workstations	3
Scope	Binding information maintained, binding slips produced and units tracked on INNOPAC Management System.
Access	Library Network
Vendor	Innovative Interfaces, Inc.

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	1
Scope	Fund Accounting System for preservation microfilming maintained on INNOPAC Acquisitions Subsystem.
Access	Library Network
Vendor	Innovative Interfaces., Inc.

Program	**Replacement and Reformatting**
Status	Operational
Workstations	3
Scope	Titles being microfilmed tracked on INNOPAC Acquisitions Subsystem.
Access	Library Network
Vendor	Innovative Interfaces, Inc.

Program	**Shelf Preparation**
Status	Operational
Workstations	3
Scope	Labels generated from data loaded from DRA to PC
Access	Dedicated
Vendor	In-house program using DRA

Case Western Reserve

Program	**Commercial Library Binding**
Status	Operational
Workstations	2
Scope	Maintains records of all commercial binding
Access	Departmental through PC only
Vendor	Information Conservation Inc. (ICI)

Program	**Conservation**
Status	Operational
Workstations	1
Scope	Maintains records of basic conservation procedures including policies, job descriptions, records, grants and annual reports
Access	Departmental through PC only
Vendor	Local

Program	**Disaster Preparedness**
Status	Operational
Workstations	1
Scope	Disaster Plan is on-line and updated yearly. Records and reports of past disasters kept on-line.
Access	Departmental through PC only
Vendor	Local

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	N/A
Scope	Records hygrothermograph readings
Access	Departmental through PC only
Vendor	Local
Comments	We still keep records but do not enter them into system due to staff shortages.

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	N/A
Scope	Displays records of balances, expenditures and encumbrances to all specific preservation accounts
Access	Limited to authorized staff with identification codes.
Vendor	Innovative Interfaces, Inc.
Comments	Updated weekly

Program	**Replacement and Reformatting**
Status	Operational
Workstations	1
Scope	Maintains records of all reformatted books, including call numbers of original, cost of replacement and location of original.
Access	Departmental through PC only
Vendor	Local

Program	**Shelf Preparation**
Status	Operational
Workstations	1
Scope	Printouts for staff and students on handling and shelving of books and maintenance cleaning
Access	Departmental through PC only
Vendor	Local

Program	**Staff and User Training**
Status	Operational
Workstations	1
Scope	Maintain handouts for staff user-training, including shipping /packing instructions, handling procedures etc.
Access	Departmental through PC only
Vendor	Local

Cincinnati

Program	**Commercial Library Binding**
Status	Operational

Workstations	3
Scope	Heckman Bindery Help-Net automated binding preparation system. Binding preparation and end processing monthly production statistics. Also, use spreadsheet to estimate "value" of each binding shipment.
Comments	Used to encumber library binding funds, maintained on INNOPAC.

Program	**Conservation**
Status	Operational
Workstations	1
Scope	Tracks conservation unit monthly production statistics. Automatically cumulates summary data and ARL Preservation Statistics.
Vendor	Lotus 1-2-3

Program	**Shelf Preparation**
Status	Operational
Workstations	1
Scope	Spine label production
Vendor	Vernon Label Products - will move to INNOPAC

Columbia

Program	Shelf Preparation
Status	Planned
Workstations	3
Scope	Print out spine labels from NOTIS system
Access	Dedicated Access only
Vendor	NOTIS

Connecticut

Program	**Commercial Library Binding**
Status	Operational
Workstations	6
Scope	Preparation of instructions for commercial library binding (e.g. method of attaching leaves, type and color of covering material, positioning and wording of spine stamping, etc.)
Access	In Fall of 1993 a local area network will connect 6 terminals in the Preservation Department.
Vendor	IBM PCs (hardware); Mekatronics ABLE (software)

Program	**Conservation**
Status	Operational
Workstations	1
Scope	Monthly conservation production statistics that cumulate, July through June of each year.
Access	In Fall 1993 a local area network will connect 6 computers in the Preservation Department. Data will be available at these 6 sites.
Vendor	IBM PCs (hardware); Novell Netware and Microsoft Excel (software)

Program	**Environmental Control**
Status	Planned
Workstations	1
Scope	Dataloggers will be planned in 10 building locations to monitor temperature and relative humidity. Each logger will be connected monthly to a computer and data printed out in graph form using specialized software.

Vendor	IBM PCs, ARC Systems Smart Readers (hardware); Trend reader (software)
Program	**Preservation Fund Accounting**
Status	Operational
Workstations	1
Scope	Biweekly tracking of the Preservation Department's annual student personnel budgets (two funding sources).
Access	In Fall 1993 a local area network will connect 6 computers in the Preservation Department. Data will be available at these 6 sites.
Vendor	IBM PCs (hardware); Novell Netware and Microsoft Excel (software)
Program	**Shelf Preparation**
Status	Operational
Workstations	1
Scope	Monthly shelf preparation statistics that cumulate, July 1 through June 30 of each year.
Access	In Fall 1993 a local area network will connect 6 computers in the Preservation Department. Data will be available at these 6 sites.
Vendor	IBM PCs (hardware); Novell Netware and Microsoft Excel (software)

Cornell

Program	**Commercial Library Binding**
Status	Operational
Workstations	4
Scope	Commercial binding records, processing shipments, rubbings, etc.
Vendor	Local
Program	**Conservation**
Status	Operational
Workstations	1
Scope	Record of items processed for treatment, ARL levels, time spent and technician/conservator involved as well as date received , returned and surveys.
Access	LAN
Vendor	PC File-Buttonware
Program	**Environmental Control**
Status	Planned
Workstations	1
Scope	Datalogger system software storing relative humidity and temperature readings.
Vendor	Cascade
Program	**Preservation Fund Accounting**
Status	Operational
Access	LAN
Vendor	Local
Program	**Replacement and Reformatting**
Status	Operational
Workstations	3

Scope	Brittle books tracking system using PC statistics; tracks microfilm projects on spreadsheet using Microsoft Excel
Vendor	PC File Buttonware

Emory

Program	**Commercial Library Binding**
Status	Operational
Workstations	4
Scope	Provide binding information to binder
Access	Dedicated workstations only
Vendor	ABLE
Comments	Binding is not a part of the Preservation Department, but is a unit within the Technical Services at each of Emory's five libraries.

Program	**Conservation**
Status	Planned
Workstations	2

Program	**Environmental Control**
Status	Planned
Scope	Datalogger

Program	**Preservation Fund Accounting**
Status	Planned
Workstations	3

Florida

Program	**Commercial Library Binding**
Status	Operational
Workstations	3
Scope	Creates binding slips and packing lists for various types of binding: monographs, theses/dissertations, and serials/periodicals; also includes Rudimentary NOTIS interface.
Access	Multi-Session MS-DOS micros which also function simultaneously as NOTIS terminals.
Comments	Programming is at various states of functionality per type of material. Current systems were designed before completion of the AVIAC document on Communication of Binding Data Elements; programming migration will allow update to AVIAC "standard"

Program	**Conservation**
Status	Operational
Workstations	2
Scope	Structure data file records detailed information about structure of bound volumes. Also utilizes a statistics package which tracks materials by type, holding location, sublocation, treatment, conservator, etc.
Access	Restricted to Conservation Unit personnel
Vendor	Currently written as Q&A software application, will migrate to FoxPro software application.

Program	**Disaster Planning**
Status	Operational

Scope	Plans maintained in word-processing system. Supplies inventory maintained in supply data files.
Program	**Environmental Monitoring**
Status	Planned
Workstations	Envisioned system will operate on a LAN
Scope	Will automatically record temperature, relative humidity, and report to both the Facilities and Preservation Departments. Systems are planned to be self correcting within specified tolerances. It will link other departmental systems, e.g., Preservation Needs Assessment.
Access	Read access through Preservation LAN; controls to be maintained by Facilities Office.
Program	**Personnel**
Status	Operational
Workstations	LAN
Scope	State maintained personnel system available to all personnel with password. Departmental programming maintains position descriptions as word processed files.
Access	State system available via Internet with password
Program	**Preservation Needs Assessment**
Status	Operational
Workstations	10
Scope	The department runs the RLG Preservation Needs Assessment program on one micro-computer while "front-end" programming runs on others. Front-ends include condition surveys and often exist as part of other departmental programming, e.g., conservation or reprographics.
Access	Dedicated workstations; soon via LAN and Internet gopher
Program	**Preservation Fund Accounting**
Status	Operational
Workstations	Available on all networked workstations
Scope	Fund accounting for various classes of expenditures including: commercial services, personal services, equipment and supplies.
Access	Shared state accounting system, SAMAS
Comments	Input and data manipulation restricted to certified accountants. Some other fund accounting fields and operations exist within other systems maintained by the Preservation Department.
Program	**Replacement and Reformatting**
Status	Operational
Workstations	4
Scope	A birth to death system which tracks embrittled and other library materials to be reformatted. It includes the following components: Brittle Books, Reprographics Preparation Processing, Reprographics Quality Control and Technical Information, Preservation Microfilm Storage
Access	Currently MS DOS microcomputer access within Q&A software shell.
Program	**Shelf Preparation**
Status	Operational via NOTIS Release
Workstations	10

Scope	Produces call number labels; other labels containing bibliographic information for shelf preparation of materials treated by Conservation or for Reprographic products are generated within Conservation Reprographics systems.
Access	NOTIS System Workstation
Program	**Staff and User Training**
Status	Discontinued
Scope	Expert system for Binding/leaf-Attachment selection

Harvard

Program	**Commercial Library Binding**
Status	Operational
Workstations	4
Scope	Tracks materials sent to commercial binder through ABLE processing
Access	LAN
Vendor	ACME Bookbinding
Program	**Conservation**
Status	Operational-Planned
Workstations	2
Scope	Future treatment predictions database, which will be arranged to include modules that track work flow, statistics and billing information.
Access	AppleShare
Vendor	Local
Program	**Environmental Control**
Status	Operational
Scope	Environmental monitoring with portable, self contained, Data-bear
Vendor	Langan Instruments
Program	**Collections Conditions**
Status	Operational
Scope	Collection of condition, bibliographic and evaluative information to project preservation/conservation needs of library collections
Vendor	Local
Program	**Custom Bibliographies**
Status	Operational
Workstations	1
Scope	Bibliographic databases used to organize office resource collection and create custom bibliographies
Access	AppleShare
Vendor	Procite
Program	**Preservation Fund Accounting**
Status	Operational
Workstations	2
Scope	Department budget and finances
Access	AppleShare
Vendor	Local
Program	**Replacement and Reformatting**

Status	Operational
Workstations	2
Scope	Master negative log, Fill bills, Receipts/returns, Searching - hits/misses, Quarterly reports, NEH personnel and payroll, Conservation and ILL statistics for NEH.
Access	AppleShare
Vendor	Local

Program	**Shelf Preparation**
Status	Planned
Workstations	1
Scope	Spine labeling for materials not sent to library binder.
Vendor	Vernon and local enhancement

Program	**Staff and User Training**
Status	Operational
Workstations	1
Scope	Creation of certificates for participants of training sessions and tracking attendance etc.
Vendor	Vernon and local enhancement

Hawaii

Program	**Commercial Library Binding**
Status	Operational
Scope	We have a bindery module for serials only - not for monographs.
Access	All U. Hawaii CARL terminals
Vendor	U. Hawaii - CARL
Comments	We are in the process of negotiating a new bindery contract. We hope new binder will provide computer access at bindery end.

Program	**Conservation**
Status	Operational
Workstations	4
Scope	Items checked out on-line to various accounts - i.e. bindery, pest management control etc.
Access	Public as well as Technical Services
Vendor	U. Hawaii - CARL, dBase, Excel
Comments	We will be entering an inventory database of all conservation treatment equipment, tools, and materials. We currently produce all our statistics on-line with Excel.

Program	**Disaster Preparedness**
Status	Operational
Workstations	1
Scope	Plan is stored in word processor on hard disk - updated at regular intervals.
Vendor	IBM PC - Microsoft Works (software)

Program	**Preservation Fund Accounting**
Status	Planned
Workstations	2
Scope	The acquisitions module transfers funds from replacement book fund accounts to preservation account.
Access	Accessible form any U. Hawaii CARL terminal.

Vendor	U. Hawaii - CARL
Program	**Replacement and Reformatting**
Status	Operational
Workstations	2
Scope	Digitization of photographs, creation of microfilm targets; on-line catalog record of microfilm copies of titles.
Access	Digitization images available through Jukebox
Vendor	Novell Netware 3.11 Worm Jukebox.
Comments	All of our microfilm reformat targets are produced on-line with a MacDraw program.
Program	**Shelf Preparation**
Status	Operational
Workstations	1
Scope	An order item is entered into system - status changes from "on order" to "received" to "in transit" to "check stacks"
Access	Accessible form any U. Hawaii CARL terminal.
Vendor	U. Hawaii - CARL
Program	**Staff and User Training**
Status	Operational
Workstations	3
Scope	Almost all interlibrary communication is on-line through the University System. We can send messages to entire staff regarding new policies and procedures.
Access	Accessible form any U. Hawaii CARL terminal.
Vendor	U. Hawaii - CARL

Indiana

Program	**Commercial Library Binding**
Status	Operational
Workstations	5
Scope	HELPNet--commercial library binding preparation system which produces binding tickets and at bindery lists. Database contains binding pattern and history information for each title. Heckman will be discontinuing it and converting to LARS next year.
Program	**Conservation**
Status	Operational
Workstations	1
Scope	Benchmark database for Conservation Management--tracks items as they move through the department. Provides statistics and reports on demand.
Access	PC based; license limits to 1 user.
Vendor	Logic Associates
Comments	Database is linked to on-line catalog (NOTIS). Job tickets created for each item and include title, author, call number, sender, treatment and in/out date.
Program	**Environmental Control**
Status	Operational
Workstations	1

Scope	Dataloggers (Smart Reader) monitor temperature and relative humidity. Software (trend reader) stores data and generates graphs.
Access	Via 1 PC - not networked
Vendor	ACR Systems

Iowa

Program	**Commercial Library Binding**
Status	Operational
Workstations	1
Scope	Track serials and monographs sent to bindery; creates work tickets
Vendor	American Bindery, Kansas

Program	**General Statistics Reporting**
Status	Operational
Workstations	1
Scope	Log and report all production statistics from binding, shelf preparation and book repair units in the department
Vendor	LOTUS 123

Program	**Preservation Fund Accounting**
Status	Operational
Scope	Used to track commercially obtained supplies and services
Vendor	NOTIS, Acquisitions subsystem

Program	**Shelf Preparation**
Status	Planned
Workstations	1-2
Scope	Produce spine labels
Access	
Vendor	NOTIS, spine labeling program

Johns Hopkins

Program	**Commercial Library Binding**
Status	Planned
Workstations	1
Scope	The initial application will be the processing of serials for commercial binding.
Vendor	General Book Binding
Comments	Automating out commercial binding of serials has been under informal consideration for three years. A formal feasibility study has been recently initiated.

Kentucky

Program	**Commercial Library Binding**
Status	Operational
Workstations	1
Scope	"HelpNET" stores permanent serials patterns; used for preparation of bindery paperwork.
Access	On-line - access by library and database management company.
Vendor	Heckman Bindery

Program	**Replacement and Reformatting**
Status	Operational

Workstations	1
Scope	Database tracks materials sent to SOLINET for preservation microfilming as part of second SOLINET Cooperative Preservation Microfilming Project. Also, spreadsheets for tracking manpower for grant (in hours) and shipment profiles.
Access	PC only - local
Vendor	Microsoft
Comments	Information on database will replace paper records when complete. It will be used to locate materials, not reformatted for this project that can be preserved in future. Helps record "fate of the originals" decision.

Program	**Shelf Preparation**
Status	Operational
Workstations	1
Scope	Gaylord Selin prints spine labels from OCLC generated "labels" files.
Access	Local only
Vendor	Gaylord
Comments	Software and hardware for this system are clumsy and maintenance intensive. Plan to use NOTIS labeling in future - augmented by VLPS.

Program	**Verification**
Status	Operational
Workstations	2
Scope	2 NOTIS - verifies information for labels, binding; charge/discharge materials sent to Bindery; adds preservation notes to brittle books records.
Access	Mainframe - University wide
Comments	Will be used for labels in the future

Maryland

Program	**Commercial Library Binding**
Status	Operational
Workstations	1
Scope	Production statistics, binding style statistics, costs.
Vendor	Quattro Pro (software)

Program	**Conservation**
Status	Operational
Workstations	1
Scope	Production statistics
Vendor	Quattro Pro (software)

Program	**Disaster Preparedness**
Status	Operational
Workstations	1
Scope	Disaster response and recovery manual
Vendor	WordPerfect

Program	**Microfilm Storage**
Status	Planned
Workstations	1
Scope	Tracking of master microfilm storage location at NUS
Vendor	Paradox

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	1
Scope	Allows tracking of allocations, encumbrances, debits, and balances for departmental accounts
Access	Via acquisitions module - controlled access
Vendor	CARL

Program	**Replacement and Reformatting**
Status	Operational
Workstations	1
Scope	Production Statistics
Vendor	Quattro Pro

Program	**Shelf Preparation**
Status	Operational
Workstations	1
Scope	Production Statistics
Vendor	Quattro Pro

Mc Master

Program	**Commercial Library Binding**
Status	Operational
Workstations	2
Scope	Allows the library to key binding instructions on disk; the disk is loaded at the binders to speed production.
Access	By library staff and by Lehmann's Bookbinding Ltd. Kitchener, Ont.
Vendor	ABLE Binding System - Lehmann's are the Canadian agents.

Program	**Conservation**
Status	Operational
Workstations	2
Scope	Condition survey of Rare Book Collection divided into three categories: Priority, Medium Priority, Low Priority.
Access	Preservation lap top, Archives and Research Collections computer.
Vendor	Local developed by Library Systems Office based on requirements of Preservation Administrator.
Comments	This system allows Preservation staff to create a data base of the condition of each volume in the pre-1801 collection, in order to plan future treatment of the collection. Priorities listed are the conservators' judgments. Final prioritizing of the work will rest with the librarian and conservator in consultation.

Program	**Environmental Control**
Status	Operational
Workstations	2
Scope	Controls temperature , humidity, fresh air intake, volume, velocity, supply air, relief air (exhaust), and return air mix.
Access	Operations staff, monitored by Utilities Control Staff
Vendor	Teletrol, Point Claire, Quebec

Michigan State

Program	**Commercial Library Binding**
Status	Operational
Workstations	4
Scope	Binder's proprietary software used for all binding operations except fund accounting.
Vendor	BUI, Inc. (an ICI company)
Comments	Invoices are compiled by accountant in the Technical Services Department on INVOICE system (used for all acquisitions and for serials check-in). All statistics on fund accounts are generated from INNOVAC. Binding preparation also uses two dedicated terminals to create item records when volumes are returned from Bindery.

Program	**Conservation**
Status	Planned
Workstations	1
Vendor	California State Library
Comments	We have finished a collection assessment of 400 titles chosen at random from entire collection. Data from condition survey report must be input on CALIPR and statistics generated.

Program	**Disaster Preparedness**
Status	Planned
Workstations	1
Scope	Disaster plan last updated in 1988; to be updated on PC this year and distributed to Preservation Advisory Council. Plan is to break committee into small subcommittees each of which will update a section of the plan.
Comments	We plan to disseminate the final report in paper versions to all units; possibly add an on-line version to one of the Library's bulletin boards, or to local gopher.

Program	**Environmental Control**
Status	Planned
Workstations	1
Scope	ACR Smart reader Data Logger; Trend reader software
Vendor	Herzog/Wheeler & Assoc.

Program	**Preservation Fund Accounting**
Status	Planned
Workstations	1
Scope	To be determined
Vendor	Lotus Dev. corp. (local site license)

Program	**Replacement and Reformatting**
Status	Operational
Workstations	2
Scope	Tracks materials being microfilmed through CIC grant; OCLC used for bibliographic record; prospective cataloging of film.
Vendor	NOTIS-local; OCLC M300 workstation

National Library of Medicine

Program	**Commercial Library Binding**
Status	Operational
Workstations	3

Scope	Predicts units to be bound; tracks sending and receiving from bindery
Access	Dial Up or LAN
Vendor	Local INQUIRE and CICS applications
Comments	The predictive binding program is based on the binding pattern stored in the binding files that generate pulling slips, binding slips, and shipping lists are generated by established jobs which are run as needed by the binding preparation contractor. File update is done through modules of the system such as "Send to Binder", "Check-In".

Program	**Environmental Control**
Status	Operational
Workstations	1
Scope	Recording temperature and humidity
Comments	We recently placed 2 readers in the stacks area. We plan to acquire more in the future to supplement our hygrothermographs.

Program	**Microfilm Storage**
Status	Part Operational - Part Planned
Scope	Shipment to microfilm inspection contractor, shipment to offset microfilm storage facility, production of service copies, microfilm sales program, tracking borrowing and replacement activities.
Access	LAN
Vendor	Paradox
Comments	The tracking and shipping to the off-site microfilm storage facility is operational. The module for tracking shipment to and from microfilm inspection is almost operational. The rest are in various stages of planning. Eventually we expect that there will be links and transfer of data from the two Preservation Reformatting Systems described earlier.

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	2
Scope	Major budget categories, such as equipment, supplies, contracts, training, and travel are tracked on Division-wide spreadsheets. Separate spreadsheets for each contract are kept up to date by the project officer in charge.
Access	LAN
Vendor	Lotus -1-2-3

Program	**Replacement and Reformatting**
Status	Operational - Microfilm Preparation Contractor's Tracking System
Workstations	2
Scope	Tracks volumes prepared and shipped to Microfilming contractor
Vendor	dBase
Comments	Tracks all titles referred to the contractor for preparation for filming through collation, shipping and receiving and rework. If volumes are referred back to the library or a "Do Not Film" decision is made after initial review, this information in also recorded.

Program	**Replacement and Reformatting**
Status	Operational - NLM's On-line Records
Scope	Record of brittleness, queuing status, availability of microfilm at other sources, generations of microfilm owned by NLM.
Access	Dial Up, LAN

Vendor	Local - based on INQUIRE files
Comments	Some data recorded in in-house records are periodically transferred to Library's on line public ELHILL files and is available in the OPAC.

Program	**Staff and User Training**
Status	Planned
Scope	Index of vertical files and reference books
Access	LAN
Vendor	Procite

New York Public

Program	**Commercial Library Binding**
Status	Operational
Workstations	10
Scope	Control of binding
Access	PC
Comments	PCs located in Shelf and Binding (4), Science (1), Economics (1), Periodicals (1), Music (2), and Jewish Division (1).

Program	**Conservation**
Status	Operational
Workstations	16 possible - 4 simultaneously
Scope	Comprehensive Preservation Database
Access	LAN
Vendor	In-house

Program	**Replacement and Reformatting**
Status	Operational
Workstations	16 possible - 4 simultaneously
Scope	Comprehensive Preservation Database
Access	LAN
Vendor	In-house

Program	**Environmental Control**
Status	Operational
Workstations	1
Scope	Maintain 3-4 dataloggers and capability of real time monitoring of 8 locations using data acquisitions board in Conservation lab.
Access	PC
Vendor	Various

Program	**Conservation Information Network**
Status	Operational
Workstations	4
Scope	CIN - various list servers
Access	Dial - Up/NYPLNET

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	2
Scope	Tracks all fund accounts and personnel records
Access	PC
Vendor	Word for Windows, Excel

Comments	All workstations in the division are being added to the institutional network NYPLNET

Program	**Shelf Preparation**
Status	Operational
Workstations	2
Scope	Computer Generated Labels
Access	PC
Vendor	Excel/Microsoft

Northwestern

Program	**Commercial Library Binding**
Status	Operational
Workstations	1
Scope	Tracks items at bindery
Vendor	NOTIS

Program	**Environmental Control**
Status	Planned
Workstations	1
Scope	Download information from a datalogger
Vendor	Cazeade Group

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	4
Scope	Tracks expenditures and orders for preservation replacements
Access	LAN
Vendor	NOTIS
Comments	Part of book fund accounting for entire library system

Program	**Replacement and Reformatting**
Status	Operational
Workstations	4
Scope	Record selector decision about brittle books in the bibliographic record (item record notes)
Access	Library-wide in staff mode
Vendor	NOTIS
Comments	Decision is summarized in an alphanumeric code and listed in note field of item record. Eliminates need to retain paper records.

Ohio State

Program	**Commercial Library Binding**
Status	Operational
Workstations	3
Scope	Automated binding records system
Access	At this time only preservation department
Vendor	General Bookbinding Company (ICI)
Comments	"Goldbacs" system has been operational since mid 1985, with a number of upgrades. Future plans include system interface with "OhioLINK" systems.

Pennsylvania State

Program	**Commercial Library Binding**
Status	Operational
Workstations	2
Scope	The INNOVAC Binding Module provides on-line control of binding information, for example, title data, binding pattern, buckram color, spine lettering, collation instructions for all periodicals and serial titles which the library binds. Also used for the production of binding slips for use by the commercial binder.

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	1
Scope	The Pennsylvania State University's Library Information Access System (LIAS) Fund Accounting Control System (FACS) provides on-line fiscal control for the university libraries' budget for orders and receipts of bibliographic materials and preservation and binding services
Access	LAN
Vendor	Local

Princeton

Program	**Commercial Library Binding**
Status	Operational
Workstations	1
Scope	Uses vendor supplied software to process books fro commercial binding
Vendor	Wert Bookbinding System

Program	**Conservation**
Status	Operational
Workstations	1
Scope	Tracks items treated, work/treatment executed, time expended, person performing tasks.
Vendor	Mac based spreadsheet - Excel

Program	**Conservation**
Status	Operational
Workstations	2
Scope	Several dedicated terminals are connected to the on-line circulation system and are used to charge and discharge materials entering and leaving the Preservation Office.
Vendor	GEAC

Program	**Conservation**
Status	Operational
Workstations	1
Scope	Makes computer generated labels for books and boxes using desktop publishing software.
Vendor	Mac based software - Pacemaker

Program	**Environmental Control**
Status	Planned
Workstations	1
Scope	Will use computer to track readings from datalogger for temperature and relative humidity

Vendor	Langan Products, Inc., using Mac based hardware and software
Program	**Preservation Fund Accounting**
Status	Operational
Workstations	1
Scope	Tracks amount spent on specific categories, based on detail expenditure sheets forwarded from elsewhere on campus. Also tracks costs
Vendor	Improv Spreadsheet Program for a NEXT computer
Program	**Replacement and Reformatting**
Status	Operational
Workstations	1
Scope	Create one list of titles sent to vendor for preservation photocopying
Vendor	Mac based word-processing software
Program	**Replacement and Reformatting**
Status	Operational
Workstations	1
Scope	Computer database is used for grant funded preservation microfilming project
Vendor	Mac based word processing software
Program	**Treatment Staff Productivity**
Status	Operational
Workstations	1
Scope	Tracks productivity of treatment staff based on items treated, time standards, and days in attendance at work
Vendor	Improv Spreadsheet Program for a NEXT computer

Southern California

Program	**Commercial Library Binding**
Status	Operational
Workstations	2
Scope	Tracks shipments to commercial bindery and completed shipments from vendor with ABLE library software package.
Access	We send floppy with shipment to vendor
Vendor	Kater-Crafts Binders

Southern Illinois

Program	**Commercial Library Binding**
Status	Operational
Workstations	1
Scope	Generate binding tickets, periodical binding history, communicate with binder
Vendor	Hertzberg-New Method, Inc.
Program	**Monograph binding database**
Status	Operational
Workstations	1
Scope	Inventory control, cost estimates, generation of OCR labels, graduate paper processing control
Vendor	Local

Program	**Protective Enclosure Capsulation Program**
Status	Operational
Workstations	1
Scope	Perform calculations for cutting and folding measurements for various types of protective enclosures
Vendor	Local

Program	**Shelf Preparation**
Status	Operational
Workstations	1
Scope	Generate spine labels and optical character recognition labels
Vendor	Local

Stanford

Program	**Commercial Library Binding**
Status	Operational
Workstations	2
Scope	Bindery preparation and record keeping - ABLE/Library; title composition; check in/out; diskette control; reporting; file maintenance.
Vendor	Information Conservation, Inc.

Program	**Conservation**
Status	Operational
Workstations	1
Scope	Conservation Record System- recording and tracking in-house conservation projects, single and batch, simple or complex treatments; generating treatment reports; generating labels for containers; generating production statistics.
Vendor	Local

Program	**Environmental Control**
Status	Operational
Workstations	1
Scope	Onsite environmental monitoring by 6 portable dataloggers and one permanently installed datalogger.
Vendor	Rustrak, et al

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	16
Scope	Project expenditure tracking and reporting; general accounting
Access	Campus-wide LAN
Vendor	Local

Program	**Replacement and Reformatting**
Status	Operational
Workstations	3
Scope	Microfilm Preparation -recording and tracking information about items filmed; documenting technical information about each reel; recording information about each shipment to a filming agent; producing packing lists and worksheets.
Vendor	Local

Program	**Shelf Preparation**
Status	Planned
Scope	Call number, spine label generation
Vendor	Local/NOTIS

Toronto

Program	**Commercial Library Binding**
Status	Operational
Workstations	3
Scope	Automation of commercial library binding
Vendor	Mekatronics

Program	**Replacement and Reformatting**
Status	Operational
Workstations	1
Scope	Makes target sheets for microfilming

Program	**Shelf Preparation**
Status	Operational
Workstation	1
Scope	Makes automated labels for monographs

Vanderbilt

Program	**Commercial Library Binding**
Status	Operational
Workstations	1
Scope	Establishing and tracking binding patterns
Vendor	Heckman Bindery
Comments	The system is scheduled to be replaced by another within the year. Current software does not interface with NOTIS.

Program	**Conservation**
Status	Operational
Workstations	3
Scope	Tracking repair flow; number of books, kinds of repair
Access	LAN
Vendor	Paradox for Windows
Comments	Also used for direct billing to libraries using repair services

Program	**Disaster Preparedness**
Status	Operational
Workstations	Several scattered throughout library system
Scope	Writing and updating documents, lists, charts
Access	LAN
Vendor	Various word processing programs

Program	**Shelf Preparation**
Status	Operational
Workstations	2
Scope	Generate spine labels for books and other labels for multimedia.
Vendor	NOTIS
Comments	Currently use Selin heat-sealed labels, but are investigating alternatives

Program	**Staff and User Training**
Status	Operational
Workstations	1
Scope	Preparing documents, handouts, etc.
Access	LAN
Vendor	Microsoft Word - MAC

Wisconsin

Program	**Commercial Library Binding**
Status	Operational
Scope	Tracking materials flow, statistics
Access	PC
Vendor	Local (using LOTUS), NOTIS

Program	**Conservation**
Status	Operational
Scope	Tracking materials flow, statistics, cost projection
Access	PC
Vendor	Local (using LOTUS), NOTIS

Program	**Preservation Fund Accounting**
Status	Operational
Workstations	2
Scope	Cost analysis, budget projections, tracking of budget expenditures
Access	PC
Vendor	Local using LOTUS software

Program	**Replacement and Reformatting**
Status	Operational
Workstations	4
Scope	Tracking materials flow and work flow statistics for routine work, special projects, cooperative projects and grants
Access	Dial-up (RLIN), PC
Vendor	OCLC, RLIN, Local (using LOTUS and Word Perfect)

Program	**Staff and User Training**
Status	Operational
Scope	Procedures manuals, instruction sheets
Vendor	Local (using WP)

SYSTEMS AND PROCEDURES EXCHANGE CENTER

PRESERVATION MANAGEMENT INFORMATION SYSTEMS AND FISCAL MANAGEMENT

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Bindery Budget Report for December 10, 1993

Summary of Bindery Budget for Fiscal Year 1994

Funds Allocated FY 94	$215,800.30	
Funds Carried Over From FY 93	$34,198.70	[P.O. 60305462-P-5]
Total Allocation for FY 94	$249,999.00	

FY 94 Funds Encumbered	$100,000.00	[P.O. 60401037-P-3]
Total Funds Encumbered	$134,198.70	

Invoices Paid Through 12/1/93	$87,699.25
Invoices Received, In Process	$6,401.25
Estimated Cost of Work in Progress	$12,626.37
Est. Total Funds Expended To Date	$106,726.87

Est. Balance of Funds Encumbered	$27,471.83

Est. Balance of Total Budget	$143,272.13

List of Invoices Paid, Fiscal Year 1994

Date Shipment Received	Invoice Number	P.O. Number	Amount
June 10, 1993	21037	60305462-P-5	$5,696.80
June 24, 1993	1030	60305462-P-5	$6,184.40
July 8, 1993	1400	60305462-P-5	$4,263.65
July 22, 1993	1408	60305462-P-5	$6,157.00
August 5, 1993	1850	60305462-P-5	$6,538.50
August 19, 1993	2031	60401037-P-3	$8,248.20
September 2, 1993	2462	60401037-P-3	$7,487.10
September 16, 1993	2414	60305462-P-5	$4,792.30
September 30, 1993	92293	60401037-P-3	$102.15
September 30, 1993	2858	60305462-P-5	$566.35
September 30, 1993	2747	60401037-P-3	$3,611.65
October 14, 1993	3148	60401037-P-3	$5,897.55
October 28, 1993	3151	60401037-P-3	$8,820.65
November 11, 1993	3333	60401037-P-3	$9,586.20
November 23, 1993	3684	60401037-P-3	$9,746.75
		Total	$87,699.25

Invoices Received, in Process, Fiscal Year 1994

Date Shipment Received	Invoice Number	P.O. Number	Amount
December 9, 1993	3775	60401037-P-3	$6,401.25
		Total	$6,401.25

Estimated Cost of Work In progress

Date Shipment Due	P.O. Number	Amount (Estimate)
December 20, 1993	60401037-P-3	$6,225.12
January 6, 1994	60401037-P-3	$6,401.25
	Total	$12,626.37

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UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Student Labor Payroll for 1993-94

Note: The first pay period for the 1993-94 fiscal year began June 11

Pay Period: September 3- September 16, 1993

Student	Section	Hourly Wage	Hours: 9/3-9/16	Hours: Yr-To-Date	Paid: 9/3-9/16	Paid: Yr-To-Date
Armstrong, Rebecca	Bindery	$5.85	0.00	41.50	$0.00	$242.78
Armstrong, Rebecca*	Bindery	$6.05	0.00	158.00	$0.00	$955.90
Armstrong, Rebecca*	Bindery	$6.25	10.00	10.00	$62.50	$62.50
Baker, Douglas	Conservation	$5.85	0.00	254.25	$0.00	$1,487.36
Chu, Ling-Chuan	Bindery	$6.05	0.00	60.50	$0.00	$366.03
Ciesluk, Karin	Conservation	$5.85	0.00	0.00	$0.00	$0.00
Fu, Wen	Conservation	$5.85	0.00	93.25	$0.00	$545.51
Grant, Kristen	Bindery	$6.05	10.00	10.00	$60.50	$60.50
Jin, Qingji	Conservation	$5.85	33.25	69.75	$194.51	$408.04
Munro, Chris	Conservation	$6.05	0.00	48.5	$0.00	$293.43
Pei, Xioalin	Conservation	$6.25	0.00	353.50	$0.00	$2,209.38
Pei, Xioalin*	Conservation	$6.45	0.00	46.75	$0.00	$301.54
Poholek, Vanessa	Conservation	$5.85	3.00	243.75	$17.55	$1,425.94
Sobolewski, Matthew	BIndery	$6.05	10.50	10.50	$63.53	$63.53
Wacaser, Marie	Shelf	$6.65	0.00	288.00	$0.00	$1,915.20
		Totals:	66.75	1688.25	$398.59	$10,337.64

Balances To Date		Hours to Date		Expenditures To Date	
Previous Balance:	$20,915.93	Total Hours:	3,353.50	Total Budget:	$30,855.00
Paid 9/3-9/16	$398.59	Hrs.-to-date:	1,688.25	Expended:	$10,337.64
Current Balance:	$20,517.34	Balance:	1,665.25	Balance:	$20,517.36

*Student listed more than once to indicate different pay rates

Preservation Department
Student Labor Payroll By Section

Pay Period: September 3- September 16, 1993

Bindery Preparation Unit

Student	Hourly Wage	Hours: 9/3-9/16	Hours: Yr-To-Dat	Paid: 9/3-9/16	Paid: Yr-To-Date
Armstrong, Rebecca	$5.85	0.00	41.50	$0.00	$242.78
Armstrong, Rebecca*	$6.05	0.00	158.00	$0.00	$955.90
Armstrong, Rebecca*	$6.25	10.00	10.00	$62.50	$62.50
Chu, Ling-Chuan	$6.05	0.00	60.50	$0.00	$366.03
Grant, Kristen	$6.05	10.00	10.00	$60.50	$60.50
Sobolewski, Matthew	$6.05	10.50	10.50	$63.53	$63.53
	Totals:	10.00	270.00	$62.50	$1,627.21

Balances To Date		Hours to Date		Expenditures To Date	
Previous Balance:	$5,660.29	Total Hours:	1,156.00	Total Budget:	$7,225.00
Paid 9/3-9/16	$62.50	Hrs.-to-date:	270.00	Expended:	$1,627.21
Current Balance:	$5,597.79	Balance:	886.00	Balance:	$5,597.79

Conservation

Student	Hourly Wage	Hours: 9/3-9/16	Hours: Yr-To-Dat	Paid: 9/3-9/16	Paid: Yr-To-Date
Baker, Douglas	$5.85	0.00	254.25	$0.00	$1,487.36
Ciesluk, Karin	$5.85	0.00	0.00	$0.00	$0.00
Fu, Weng	$5.85	0.00	93.25	$0.00	$545.51
Jin, Qingji	$5.85	33.25	69.75	$194.51	$408.04
Munro, Chris	$6.05	0.00	48.50	$0.00	$293.43
Pei, Xioalin	$6.25	0.00	353.50	$0.00	$2,209.38
Pei, Xioalin*	$6.45	0.00	46.75	$0.00	$301.54
Poholek, Vanessa	$5.85	3.00	243.75	$17.55	$1,425.94
	Totals:	36.25	1,109.75	$212.06	$6,671.20

Balances To Date		Hours to Date		Expenditures To Date	
Previous Balance:	$15,228.35	Total Hours:	2,396.50	Total Budget:	$21,687.50
Paid 9/3-9/16	$212.06	Hrs.-to-date:	1,109.75	Expended:	$6,671.20
Current Balance:	$15,016.29	Balance:	1,286.75	Balance:	$15,016.30

Shelf Preparation Unit

Student	Hourly Wage	Hours: 9/3-9/16	Hours: Yr-To-Dat	Paid: 9/3-9/16	Paid: Yr-To-Date
Wacaser, Marie	$6.65	0.00	288.00	$0.00	$1,915.20

Balances To Date		Hours to Date		Expenditures To Date	
Previous Balance:	$512.06	Total Hours:	288.00	Total Budget:	$1,915.20
Paid 9/3-9/16	$0.00	8/16-8/19	288.00	Expended:	$1,915.20
Current Balance:	$512.06	Balance:	0.00	Balance:	$0.00

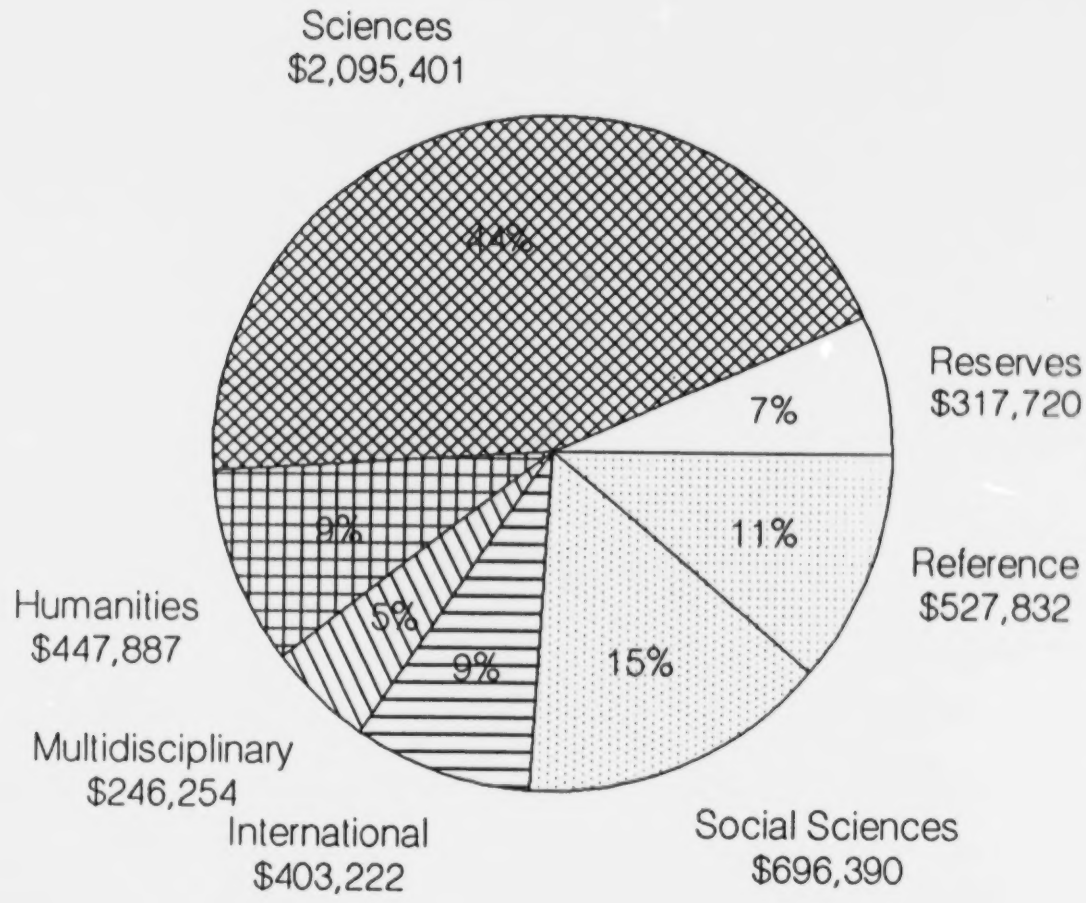
SIMPLE EXCEL spreadsheet—Kentucky

SOLINET COOPERATIVE PRESERVATION MICROFILMING PROJECT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SOLINET STATISTICS														
2	in hours	1992	B (Aug)	D (Sept)	F (Oct)	H (Nov)	J (Dec)	L (Jan)	N (Feb)	P (Mar)	R (Apr)	T (May)	V (June)	Year 1 to date	Average/mo year to date
3															
4	Becky Ryder		53	40	40	40	40	30	45	40	35	30	20	413	37 64545455
5	Barb Pfeifle		24	16	16	16	16	16	8	21 5	15	5	5	158 5	14 40909091
6	Bonnie Cox		40	24	20	15	15	12	25	16	0	0	0	167	15 18181818
7															
8	SOLINET STUDENTS		0	99	108	96	84	49	83	125	80	120	70	914	83 09090909
9	PRES DEPT STUDENTS		0	0	0	0	0	0	0	0	0	16	0	16	1 454545455
10	PRES DEPT GA		0	8	4	8	0	0	0	0	0	0	0	20	1 818181818
11														0	
12	BJ Gooch		8	8	4	4	4	5	6	2	2	0	1	44	4
13	Spec Coll students		0	0	11	11	11	6	10	4	0	0	0	53	4 818181818
14	Bill Marshall		3	3	3	4	2	1	2	1	0	0	1	20	1 818181818
15															
16	Online Cataloging		30	0	0	0	0	0	0	0	0	0	0	30	2 727272727
17	Original Cataloging		0	2	4	8	8	4	2	3	1	1	1	34	3 090909091
18	Cataloging Students									0	0	0	0	0	0
19															
20	Microfilm Center		0	0	0	0	0	1	1	5	15	25	20	67	6 090909091
21	Reference		0	0	0	2	0	0	0 25	0	0	0	0	2 25	0 204545455
22	P/N/M/Cindy Parker		0	0	0	0	0	0	0	0	0 5	0	1	1 5	0 136363636
23	P/N/M/Steve Savage		1	1	0	0	0	0 5	0	0	2	0	1	5 5	0 5
24	Circulation		1	1	1 5	1	1	1	1	3	2	0	0	12 5	1 136363636
25	Mail Room		2	2	1 5	1 5	2	1 5	1 5	1 5	1 5	1 5	1 5	18	1 636363636
26	Administration		5	1	0	0	0	0	0	0	1	0	0	7	0 636363636
27															
28															
29															
30															
31															
32															
33	Total		167	206	213	206 5	183	127	184 75	222	155	198 5	121 5	1981 25	180 2954545
34															
35															
36															

MATERIALS BUDGET DISTRIBUTION

1992/93



Michigan State University

Actual expenditure

Program:	**LabLog**
Status	Beta. This application is largely a testbed for developing ideas about managing conservation information. As such, it tends to be dynamic (unstable). It is generally undocumented and is not ready for public release.
Platform:	Macintosh
Requirements:	Fast Macintosh with as much memory as possible; Printer; Large hard disk advisable. Requires 4th Dimension. A future version may require only 4D-Runtime.
Networking:	Standalone Macintoshes. Peer-to-peer LAN support may be offered in a future version.

Function:

LabLog, a 4th Dimension(tm) application developed in the Stanford University Libraries Conservation Lab serves as a conservator's basic record management tool. Although designed primarily for use in a book and paper lab, the program could be used in other contexts. Among the functions supported (or under development) are:

- recording and tracking in-house conservation projects, whether single items or batch treatments, simple or complex treatments.
- recording and tracking treatments by outside contractors, including generation of packing lists.
- generating treatment reports
- generating labels for containers, books, etc., (including labels in Hebrew).
- generating production statistics

Features

- Fast creation of large groups of records. Groups are named and retrievable by menu selection.
- Keyword retrieval of record groups (e.g. items selected for exhibition)
- Recording transactions (e.g. queuing items to be returned to owner; verification of current location)

Design goals:

Reusable text	To leverage the effort involved in writing object descriptions, condition reports, and treatment proposals, LabLog encourages saving reusable text in named modules, where it becomes available via menu for other treatments. Thorough documentation can thereby created without unnecessary repetition of effort.
Text cloning	Text in major fields (e.g. description) can be cloned rapidly in a large selection of related records.

Data integrity	Data integrity constraints are implemented primarily by limiting user input in critical fields, via pick-lists, menus, etc.

Future Enhancements

Multiuser capability.

Improved handling of item location information (perhaps by means of barcoding)

Stanford University Libraries
Conservation Treatment Report

Dept	**SPC**
Date Received	**Friday, October 29, 1993**
Collection (Optional)	**American Authors**
Callnumber or unique ID	**BS2453.34 B9G2**
Main Entry	**Balżak, Honore**
Title	**Spam, Spam**
Place	**Paris**
Date	**1857**

Primary support *Secondary support* *Image* *Mount*

Dimensions

Photographic Documentation

Before Treatment *During Treatment* *After treatment*

Control Number	**1638**
Date Returned	**10/29/93**
Doc type	**Book**
Item Count	**1**

SYSTEMS AND PROCEDURES EXCHANGE CENTER

PRODUCTION STATISTICS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Conservation Statistics, 1993-94

Minor Treatment	Jul-Sep-93	Oct-93	Nov-93	Total
Pamphlet/Velo-bind	270	45	72	387
Music Pamphlet I	10	3	44	57
Board Cover	279	111	50	440
Paperback Reinforcement	96	20	2	118
Pocket	56	10	12	78
Page Separation	20	3	69	92
Hinge-in/Tip-in	666	147	74	887
Paper Label	21	0	23	44
Tighten Hinges	120	37	24	181
Paper Repair	726	184	88	998
Bindery Preparation I	354	74	112	540
Tie	0	0	62	62
Other	137	94	64	295
Total	2,755	728	696	4,179

Intermediate Treatment				
Replacement Pages	48	18	45	111
New Endsheets	20	5	28	53
New Spine	119	98	22	239
New Spine and Endsheets	5	4	3	12
Lined Original Case I	96	31	43	170
Original Case	34	2	4	40
New Case	2	1	0	3
Bindery Preparation II	166	62	44	272
Music Pamphlet II	2	1	0	3
Clean Spine	7	52	1	60
Other	0	0	0	0
Total	499	274	190	963

Major Treatment				
Lined Original Case II	64	1	3	68
Conservation Rebind	9	1	2	12
Polyester Book	0	0	0	0
Other	0	0	0	0
Total	73	2	5	80

Unbound Sheets				
Repair Only	0	11	0	11
Encapsulate	1	9	0	10
Total	1	20	0	21

Other				
Volumes Photocopied	7	2	13	22
Protective Enclosure	1	1	1	3
Total	8	3	14	25

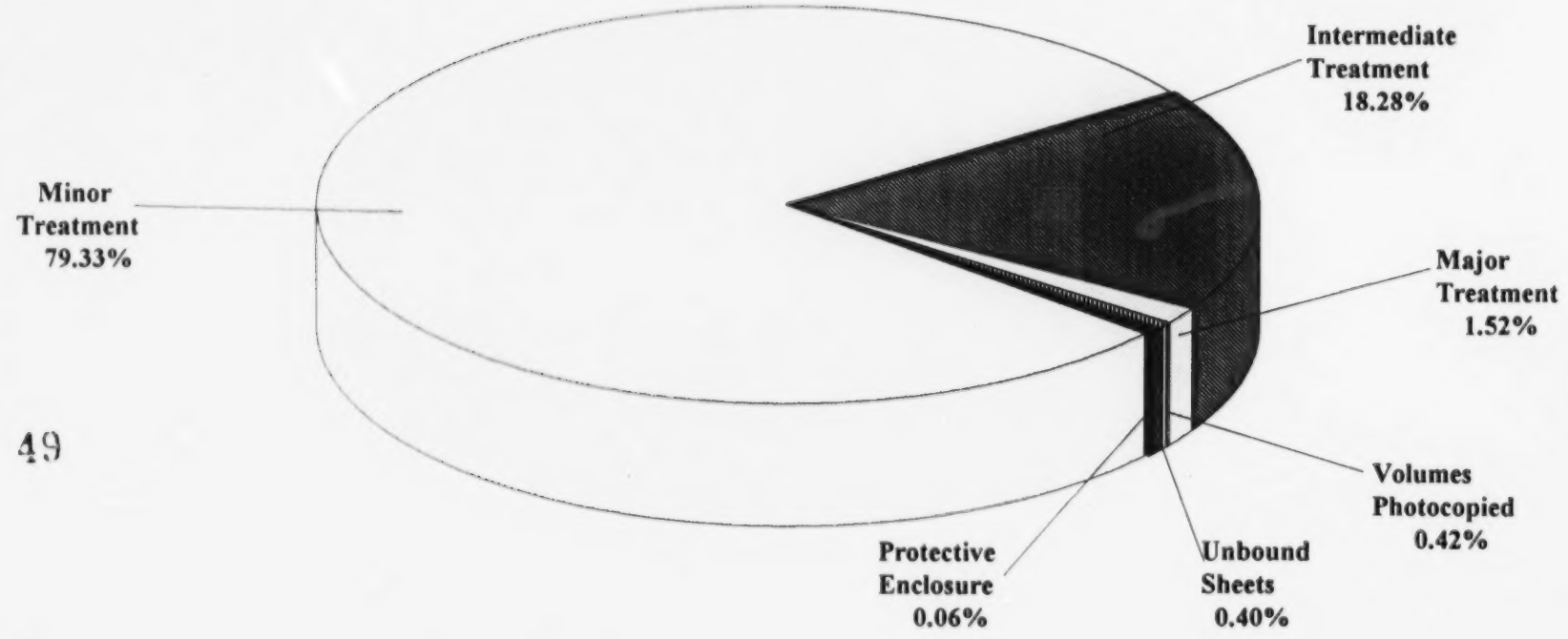
Total Items Treated	3,336	1,027	905	5,268

UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Conservation Statistics

Materials Treated, By Category of Treatment
July 1 through November 30, 1993

Number of Items Treated: 5,268



UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Bindery Preparation Unit Statistics

Periodicals, New Monographs, Old Monographs Bound, and Boxes Ordered
February 18 through December 9, 1993

Shipment	Total	Periodicals	% of Shipment	Old Monographs	% of Shipment	New Monographs	% of Shipment	Boxes	% of Shipment
02-18-93	1,369	957	69.91%	214	0.00%	404	29.51%	8	0.58%
03-04-93	1,162	693	59.64%	192	16.52%	277	23.84%	0	0.00%
03-18-93	1,121	574	51.20%	181	16.15%	366	32.65%	0	0.00%
04-01-93	1,053	664	63.06%	163	15.48%	208	19.75%	18	1.71%
04-15-93	881	521	59.14%	68	7.72%	292	33.14%	0	0.00%
04-29-93	925	614	66.38%	135	14.59%	118	12.76%	58	6.27%
05-13-93	811	340	41.92%	120	14.80%	339	41.80%	12	1.48%
05-27-93	640	210	32.81%	258	40.31%	172	26.88%	0	0.00%
06-10-93	587	285	48.55%	71	12.10%	190	32.37%	41	6.98%
06-24-93	913	379	41.51%	235	25.74%	299	32.75%	0	0.00%
07-08-93	634	255	40.22%	121	19.09%	255	40.22%	3	0.47%
07-22-93	748	404	54.01%	64	8.56%	276	36.90%	4	0.53%
08-05-93	1,221	293	24.00%	624	51.11%	303	24.82%	1	0.08%
08-19-93	521	222	42.61%	31	5.95%	265	50.86%	3	0.58%
09-02-93	552	180	32.61%	66	11.96%	305	55.25%	1	0.18%
09-16-93	886	464	52.37%	137	15.46%	284	32.05%	1	0.11%
09-30-93	1,219	891	73.09%	41	3.36%	287	23.54%	0	0.00%
10-14-93	1,363	1,160	85.11%	20	1.47%	183	13.43%	0	0.00%
10-28-93	1,133	727	64.17%	89	7.86%	252	22.24%	65	5.74%
11-11-93	836	310	37.08%	58	6.94%	392	46.89%	76	9.09%
11-25-93	872	321	36.81%	97	11.12%	301	34.52%	153	17.55%
12-09-93	939	352	37.49%	110	11.71%	462	49.20%	15	1.60%
TOTALS	20,386	10,816	53.06%	3,095	15.18%	6,230	30.56%	459	2.25%
AVERAGE (Last 22 Shipments)	927	492	53.06%	141	15.18%	283	30.56%	21	2.25%

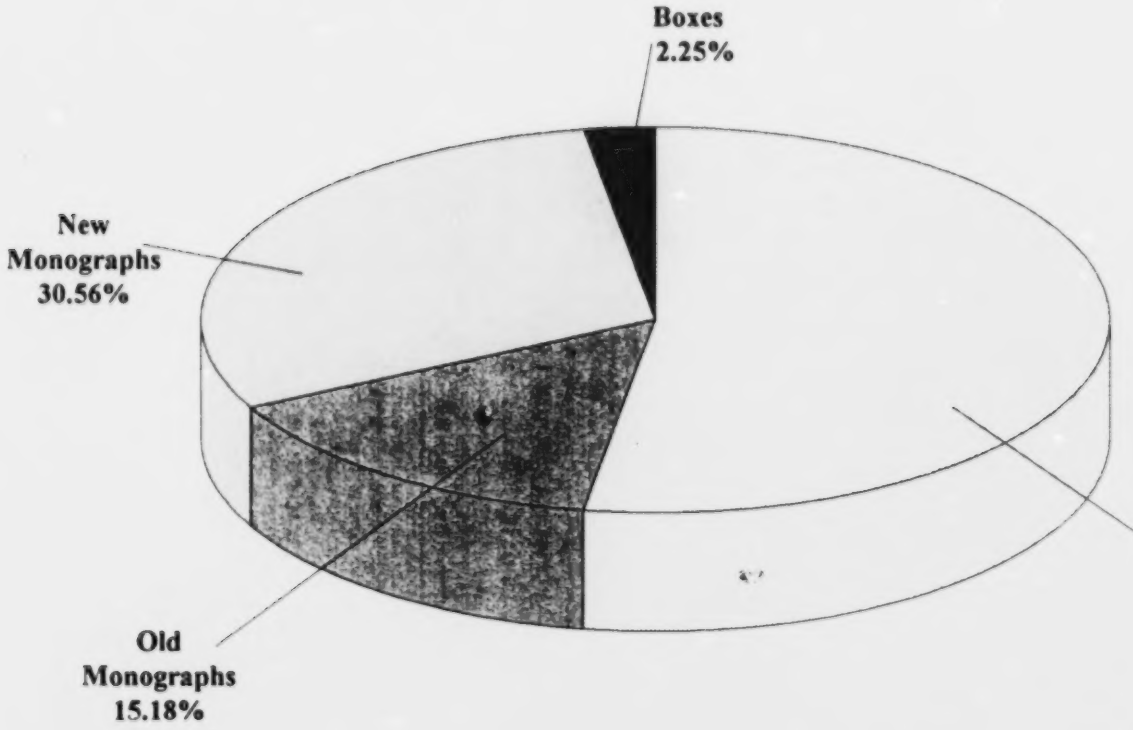
BEST COPY AVAILABLE

UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Bindery Preparation Statistics

Periodicals, New Monographs, Old Monographs Bound; and Boxes Ordered February 18 through December 9, 1993

Number of Items Processed: 20,386



UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Shelf Preparation Statistics, 1993-94

	Jul-Sep-93	Oct-93	Nov-93	Total
Newly Cataloged Volumes -- General Handling	3,630	1,048	867	5,545

Newly Cataloged Volumes -- Priority Handling (by department)

Reference/Microtext	651	278	184	1,113
Rush to Circ/ILL	111	30	40	181
Reserve	131	43	15	189
Art & Design Library	193	60	47	300
Music Library	108	32	32	172
Pharmacy Library	57	20	21	98
Map Library	12	6	4	22
Audio Library	0	0	0	0
Special Collections	0	0	0	0
Permanent Loan to Chem/Botany	0	2	0	2
Brittle Storage	0	0	0	0
Departmental Working Tools	12	6	1	19
Theses	0	0	0	0
Non-Book Materials	250	76	29	355
Miscellaneous	0	0	0	0
Total	1,525	553	373	2,451

Commercially Bound Volumes (by department)

Monographs -- General Stacks	1,992	662	546	3,200
Journals -- General Stacks	1,939	1,269	1,639	4,847
Reference/Microtext	868	49	74	991
Map Library	7	6	0	13
Art & Design Library	157	38	62	257
Pharmacy Library	12	3	4	19
Government Documents	55	18	19	92
Departmental Working Tools	0	0	0	0
Theses	117	28	33	178
Music Library	83	23	5	111
Total	5,230	2,096	2,382	9,708

Relabeling -- Journal (by type of information added to the spine)

Title/Volume Information	171	23	103	297
Other	966	0	0	966
Total	1,137	23	103	1,263

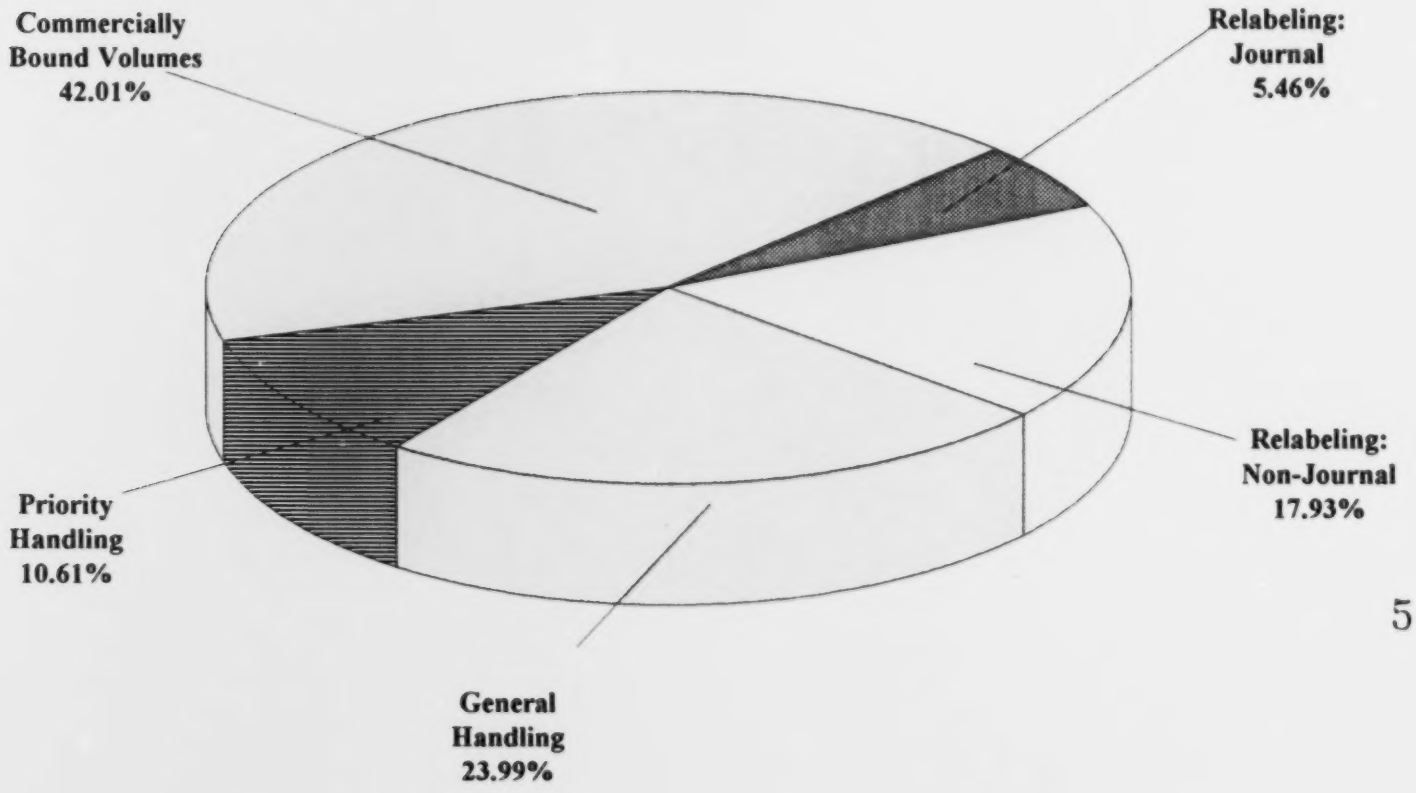
Relabeling -- Non-journal	2,478	865	801	4,144
Total Volumes Processed	14,000	4,585	4,526	23,111

UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Shelf Preparation Statistics

Materials Prepared for Shelving
July 1 through November 30, 1993

Number of Items Processed: 23,111



Preservation Department.
Automation Project.

Unit: Commercial Bindery Preparations.
Title: COMMERCIAL BINDING REPORT OF STATISTICAL INFORMATION.
Application: Q&A, v.4
Current Access: MS-DOS personal computer.
Future Access: MS-DOS personal computer, with additional read only access via Preservation LAN/Ethernet (target: June 94).

Date of Latest Revision: 1993.09.01
Status: Under revision; Will be reprogrammed as FoxPro application and relational database that will allow it to interface and receive information from other Preservation Department databases and the Libraries' OPAC.
Relational programming will convert this tool from "glorified spreadsheet" to a truly analytical tool.
Redesign will also allow more detailed analysis of data per holding location. Graph programming may be included in future design. Redesign will also be capable of recording FTE expended and calculated out-put per in-put; this calculation is currently manual.
Redesign is planned to minimize screens and add menus not currently viable as Q&A applications programming.

Narrative: This application records and analyzes statistical information about commercial binding.
Help screens appear automatically upon entry into all data input fields.
Programming suggests information such as "fiscal year", "year", and "month". It automatically totals numeric input and calculates averages and percentages. Averages and percentages are based on over-all totals. Averages and percentages based on holding location totals will follow as future enhancement.
Data can be used to compare statistics from month to month to predict future expenditure.
Location and Type columns are specific to the University of Florida, but will be made more generic to application and use by other institutions during redesign.

COMMERCIAL BINDING REPORT OF STATISTICAL INFORMATION v 2.2

Fiscal Year: . Year: . Month: .

Location	Type	Volumes	Cost	Avg $ Vol.	% Vol	% Cost
AFA LIBRARY	Monographs Periodical Serials TOTAL UNIT					
EDUC. LIBRARY	Monographs Periodical Serials TOTAL UNIT					
SPECIAL COLLECT	Monographs Periodical Serials TOTAL UNIT					

Location	Type	Volumes	Cost	Avg $ Vol.	% Vol	% Cost
GOV'T. DOCS. MAIN	Monographs Periodical Serials TOTAL UNIT					
HUMANITY SOCIAL SCIENCES LIBRARY	Monographs Periodical Serials TOTAL UNIT					
JOURNL READING ROOM	Monographs Periodical Serials TOTAL UNIT					

Location	Type	Volumes	Cost	Avg $ Vol.	% Vol	% Cost
JUDAICA LIBRARY	Monographs Periodical Serials TOTAL UNIT					
LATIN AMERICAN COLL.	Monographs Periodical Serials TOTAL UNIT					
MAP LIBRARY	Atlases Monographs Periodical Serials TOTAL UNIT					

Location	Type	Volumes	Cost	Avg $ Vol.	% Vol	% Cost
MARSTON SCIENCE LIBRARY	Monographs Periodical Serials TOTAL UNIT					
MARSTON GOV'T. DOCS.	Monographs Periodical Serials TOTAL UNIT					
MEAD LIBRARY	Monographs Periodical Serials TOTAL UNIT					

Location	Type	Volumes	Cost	Avg $ Vol.	% Vol	% Cost
MUSIC LIBRARY	Monographs Periodical Serials Scores TOTAL UNIT					
PREBOUND SUBSCRPT	Periodical TOTAL UNIT				XXXXXXX XXXXXXX	XXXXXXXXX XXXXXXXXX
THESES	Binding UMI TOTAL UNIT				XXXXXXX XXXXXXX XXXXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX

TOTALS	Volumes	Cost	Avg $ Vol.	% Vol	% Cost
Total Atlases Total Monographs Total Periodicals Total Serials Total Scores					
Total Bound Total Prebound Serials					
Total Libraries Expend					
Total Theses (Bound) Total Theses (Filmed)					
Total Grad.Sch. Expend					
GRAND TOTAL					

UNIVERSITY OF FLORIDA.
George A. Smathers Libraries.
Preservation Department.
Automation Project.

Unit: Reprographics.
Title: PRESERVATION MICROFILMING STATISTICS.
Application: Q&A, v.4
Current Access: MS-DOS personal computer.
Future Access: MS-DOS personal computer, with additional read only access via Preservation LAN/Ethernet (target: June 94).

Date of Latest Revision: 1993.12.09
Status: Under revision; Will be reprogrammed as FoxPro application and relational database that will allow it to interface and receive information from other Preservation Department databases and the Libraries' OPAC. This project is part of a major redesign of the FILMLOG programming.
Redesign will also accommodate conversion from paper and film to electronic media, in both graphic (e.g., TIFF) and text (e.g., ASCII) file formats.
Redesign is planned to allow more month-to-month analyses.
Programming is also planned to provide graphic representation of analyses.
Fiscal data is fixed by contract and all fiscal calculations and analyses outside of the State of Florida's accounting system, SAMAS, are manual. Revision currently under way will incorporate these analyses into this program. Future revision will also incorporate FTE expended, using calculations based on productivity (i.e., exposures) per hour. This is currently a manual calculation. The Department has just completed design and testing of manual systems which will be the basis for the automated product.

Narrative: This application records and analyzes data about preservation microfilming. A manual interface currently transfers statistical information from the current version of FILMLOG to this database program which, in turn, automatically completes analyses.
Help screens are available for all data input fields.
"FY" (fiscal year) and "month" information is suggested by programming.
Each field is self-validating. Improper or inappropriate data entry is not allowed.
Programming automatically calculates all totals and averages, particularly beyond the intitial "count type" screens, such that data entry is minimal.

PRESERVATION MICROFILMING STATISTICS	FY:	MONTH:

COUNT TYPE	FORMAT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL FILMING
		GRANT	NON-GRANT	GRANT	NON-GRANT	
REELS	XXXXXXXX					

COUNT TYPE	FORMAT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL FILMING
		GRANT	NON-GRANT	GRANT	NON-GRANT	
EXPOSURES	Archive Monograph Newspaper Serial Other					
	TOTAL					

COUNT TYPE	FORMAT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL FILMING
		GRANT	NON-GRANT	GRANT	NON-GRANT	
TITLES (count per system number)	Archive Monograph Newspaper Serial Other					
	TOTAL					
VOLUMES (count per item number)	Archive Monograph Newspaper Serial Other					
	TOTAL					

INFORMATION ABOUT REELS.

* Contracted filming totaled reels, or % of all reels filmed.
** Contracted grant filming represented % of these reels, while
contracted non-grant filming represented % of these reels.
* In-House filming totaled reels, or % of all reels filmed.
** In-house grant filming represented % of these reels, while
in-house non-grant filming represented % of these reels.
* Grant filming totaled reels, or % of all reels filmed.
* Non-grant filming totaled reels, or % of all reels filmed.

INFORMATION ABOUT EXPOSURES.

* Contracted filming totaled exposures, or % of all filming.
** Contracted grant filming represented % of these exposures, while
contracted non-grant filming represented % of these exposures.
* In-House filming totaled exposures, or % of all filming.
** In-house grant filming represented % of these exposures, while
in-house non-grant filming represented % of these exposures.
* Grant filming totaled exposures, or % of all filming.
* Non-grant filming totaled exposures, or % of all filming.

INFORMATION ABOUT TITLES.

* Contracted filming totaled titles, or % of titles filmed.
** Contracted grant filming represented % of these titles, while
contracted non-grant filming represented % of these titles.
* In-House filming totaled titles, or % of all titles filmed.
** In-house gra filming represented % of these titles, while
in-house non-grant filming represented % of these titles.
* Grant filming totaled titles, or % of all titles filmed.
* Non-grant filming totaled titles, or % of all titles filmed.

INFORMATION ABOUT VOLUMES.

* Contracted filming totaled volumes, or % of volumes filmed.
** Contracted grant filming represented % of these volumes, while
contracted non-grant filming represented % of these volumes.
* In-House filming totaled volumes, or % of all volumes.
** In-house grant filming represented % of these volumes, while
in-house non-grant filming represented % of these volumes.
* Grant filming totaled volumes, or % of all volumes filmed.
* Non-grant filming totaled volumes, or % of all volumes.

INFORMATION ABOUT ARCHIVES FILMING.

COUNT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL	% TOTAL FILMING
	GRANT	NON-GRANT	GRANT	NON-GRANT		
Exposures Titles Items						

- Contracted archives filming totaled exposures.
- ** Contracted grant archives filming represented % of these exposures, while contracted non-grant archives filming represented % of them.
- In-house archives filming totaled exposures.
- ** In-house grant archives filming represented % of these exposures, while in-house non-grant archives filming represented % of them.
- Grant archives filming totaled exposures, or % of archives filming.
- Non-grant archives filming totaled exposures, or % of archives filming.

INFORMATION ABOUT MONOGRAPH FILMING.

COUNT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL	% TOTAL FILMING
	GRANT	NON-GRANT	GRANT	NON-GRANT		
Exposures Titles Items						

- Contracted monograph filming totaled exposures.
- ** Contracted grant monograph filming represented % of these exposures, while contracted non-grant monograph filming represented % of them.
- In-house monograph filming totaled exposures.
- ** In-house grant monograph filming represented % of these exposures, while in-house non-grant monograph filming represented % of them.
- Grant monograph filming totaled exposures, or % of monograph filming.
- Non-grant monograph filming totaled exposures, or % of monograph filming.

INFORMATION ABOUT NEWSPAPER FILMING.

COUNT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL	% TOTAL FILMING
	GRANT	NON-GRANT	GRANT	NON-GRANT		
Exposures						
Titles						
Items						

- Contracted newspaper filming totaled exposures.
- ** Contracted grant newspaper filming represented % of these exposures, while contracted non-grant newspaper filming represented % of them.
- In-house newspaper filming totaled exposures.
- ** In-house grant newspaper filming represented % of these exposures, while in-house non-grant newspaper filming represented % of them.
- Grant newspaper filming totaled exposures, or % of newspaper filming.
- Non-grant newspaper filming totaled exposures, or % of newspaper filming.

INFORMATION ABOUT SERIALS & PERIODICALS FILMING.

COUNT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL	% TOTAL FILMING
	GRANT	NON-GRANT	GRANT	NON-GRANT		
Exposures						
Titles						
Items						

- Contracted serials & periodicals filming totaled exposures.
- ** Contracted grant serials & periodicals filming represented % of these exposures, while contracted non-grant serials & periodicals filming represented % of them.
- In-house serials & periodicals filming totaled exposures.
- ** In-house grant serials & periodicals filming represented % of these exposures, while in-house non-grant serials & periodicals filming represented % of them.
- Grant serials & periodicals filming totaled exposures, or % of serials & periodicals filming.
- Non-grant serials & periodicals filming totaled exposures, or % of serials & periodicals filming.

INFORMATION ABOUT FILMING OTHER LIBRARY MATERIALS.

COUNT TYPE	CONTRACTED FILMING		IN-HOUSE FILMING		TOTAL	% TOTAL FILMING
	GRANT	NON-GRANT	GRANT	NON-GRANT		
Exposures Titles Items						

* Contracted other library materials filming totaled exposures.
** Contracted grant other library materials filming represented % of these exposures, while contracted non-grant other library materials filming represented % of them.
* In-house other library materials filming totaled exposures.
** In-house grant other library materials filming represented % of these exposures, while in-house non-grant other library materials filming represented % of them.
* Grant other library materials filming totaled exposures, or % of other library materials filming.
* Non-grant other library materials filming totaled exposures, or % of other library materials filming.

UNIVERSITY OF FLORIDA.
George A. Smathers Libraries.
Preservation Department.
Automation Project.

Unit: Reprographics.
Title: STATISTICAL REPORT/BRITTLE BOOKS SECTION.
Application: Q&A, v.4
Current Access: MS-DOS personal computer.
Future Access: MS-DOS personal computer, with additional read only access via Preservation LAN/Ethernet (target: June 94).

Date of Latest Revision: 1993.12.01
Status: Under revision; Will be reprogrammed as FoxPro application and relational database that will allow it to interface and receive information from other Preservation Department databases and the Libraries' OPAC.
Statistical data per individual collection management area is currently maintained under separate programming. Revision will incorporate links to individual areas and decisions; as well as, the separate system's collection management decision support programming.
Revision is also planned to incorporate graphic representation programming.

Narrative: This application records and analyzes statistical information about brittle books identification and processing.
Totals and percentages are automatically calculated.
Programming automatically supplies or suggests specific information for date and non-numeric fields.
Fields are self-validating; incorrect or inappropriate information cannot be recorded in any non-numeric field.

STATISTICAL REPORT/BRITTLE BOOKS SECTION	FY 93/94	
PROJECT IDENTIFICATION:	Month:	YR:

A. RECEIPTS.

RECEIVED FROM	Titles	%Titles	Volumes	%Volumes
Collection Mgt. Catalog Dept. Conservation Stacks/Branches				
TOTAL RECEIPTS				

The ratio of volumes to titles is 1 to
Items received from the Catalog Dept. are assumed to have been purchased or reviewed by collection managers for inclusion in collections despite condition or embrittlement.
Items received from Conservation have circulated recently.
Items from stacks/branches were within grant or other project parameters.

B. BRITTLE BOOKS SEARCHING.

SEARCHING ACTIVITY	Titles	%Titles
OPAC Search Hit rate Microform Search Hit rate Reprint Search Hit rate		
TOTAL SEARCHES Hit rate		

Hit rates express the number of items searched for which replacement meeting preservation specifications (microfilm or reprint) have been identified.
OPAC Search requires searching the Libraries' on-line catalog for bibliographic information required for statistical purposes, use in the automated preservation microfilming system and for microfilm which may already be in the collection.
Microform Search requires searching OCLC, RLIN and printed sources (per

project specifications. Sources are searched until replacement is found or sources exhausted.

Reprint Search requires searching CD-ROM and printed sources (per project specifications) for reprint meeting preservation specifications. Sources are searched until replacement is found or sources exhausted. Search was not conducted if reprint was identified during OCLC or RLIN Search.

C. BRITTLE BOOKS CATALOG MAINTENANCE.

CATALOG ACTIVITY	Treatments	%Treatments
Copy Level Gen. Item Record Gen. Queuing Holdings Update Withdrawl		
TOTAL ACTIVITY		

Copy Level and Item Record Generation are required to allow circulation charge.

Queuing is done in the Libraries' OPAC and tape-loaded to RLIN at a month's lag. Direct RLIN queuing occurs when lag time is necessary for cooperative projects.

Holdings update adds microform holdings to the OPAC's copy holdings screen and USMARC Holdings screen under the Libraries' implementation of "Multiple Versions" cataloging.

Withdrawls have been authorized by the appropriate collection managers.

This category assumes that items will be charged and discharged from the OPAC's circulation system which provides 24 month processing or treatment.

D. BRITTLE BOOKS PUBLIC SERVICE ACTIVITY.

PATRON REQUESTS

SERIALS PROCESSED FOR BINDING, BY DEPARTMENT

	YrToDate	JUL	AUG	SEP	1stQ	OCT	NOV	DEC	2ndQ	JAN	FEB	MAR	3rdQ	APR	MAY	JUN	4thQ
MAIN	6085	505	299	475	1279	327	167	332	826	683	503	550	1736	744	415	1085	2244
EA	835	171	22	172	365	177	1	0	178	1	110	17	128	0	122	42	164
SPCOLL	201	24	6	20	50	12	1	4	17	0	0	22	22	30	0	82	112
GOV	1032	46	41	88	175	62	79	36	177	97	69	57	223	97	146	214	457
MAPS	9	0	7	0	7	0	0	0	0	0	0	0	0	2	0	0	2
REF	136	25	7	1	33	3	1	7	11	10	18	10	38	7	13	34	54
SubT	8298	771	382	756	1909	581	249	379	1209	791	700	656	2147	880	696	1457	3033
ART	392	51	2	13	66	13	2	29	44	33	10	32	75	70	51	86	207
BIOL	590	15	94	49	158	42	19	53	114	33	31	23	87	32	87	112	231
BUS	529	23	53	7	83	12	24	55	91	70	42	41	153	45	56	101	202
CHEM	1254	53	203	173	429	108	81	48	237	69	60	93	222	121	121	124	366
ENGN	781	9	44	14	67	55	60	72	187	63	84	48	195	167	111	54	332
GEOL	405	30	41	31	102	4	38	2	44	4	4	3	11	164	41	43	248
HSL	4175	269	202	477	1028	439	323	186	948	261	283	128	672	460	629	438	1527
LAKE	36	10	6	1	17	0	0	0	0	0	6	0	6	12	1	0	13
MATH	657	4	60	9	73	14	72	3	89	12	121	40	173	90	147	85	322
MUS	385	10	3	22	35	34	22	49	105	22	84	83	189	38	11	7	56
PHYS	849	88	50	8	146	4	71	48	123	78	41	125	244	149	34	153	336
PSYC	878	3	43	109	155	24	18	55	97	104	131	131	366	50	150	60	260
SubT.	10286	565	881	913	2359	749	730	600	2079	104	897	747	2393	1398	1439	1263	4100
TOTALS	18584	1336	1263	1669	4268	1330	979	979	3288	895	1597	1403	4540	2278	2135	2720	7133
TAPE	24421	2019	1652	2089	5760	1930	2031	2265	6226	2252	2072	2011	6335	1845	1989	2266	6100

MONOGRAPHS PROCESSED FOR BINDING, BY DEPARTMENT

	YrToDate	JUL	AUG	SEP	1stQ	OCT	NOV	DEC	2ndQ	JAN	FEB	MAR	3rdQ	APR	MAY	JUN	4thQ
MAIN	2885	313	112	121	546	22	323	455	800	159	356	82	597	175	270	497	942
BROWS	32	2	7	2	11	3	6	0	9	2	2	1	5	1	1	5	7
GOV	39	1	0	10	11	0	3	0	3	0	1	1	2	2	8	13	23
MAPS	31	3	0	3	6	21	1	0	22	1	0	0	1	0		2	2
EA	150	5	31	1	37	0	29	7.	36	2	2	16	20	3	10	44	57
REF	76	5	4	4	13	0	7	2	9	10	2	5	17	1	7	29	37
SPEC		0	0	0	0	0	2	0	2	0	2	0	2	0	0	0	0
THES	1004	0	260	9	269	0	67	298	365	105	75	76	256	107	5	2	114
SubT	4217	329	414	150	893	46	438	762	1246	279	440	181	900	289	301	592	1182
ART	119	4	10	9	23	3	3	2	8	33	7	5	45	16	9	18	43
BIOL	4	1	0	1	2	0	1	0	1	0	0	0	0	0	0	1	1
BUS	26	0	1	9	10	2	0	1	3	6	1	1	8	0	2	3	5
CHEM	29	0	1	3	4	2	2	1	5	3	5	2	10	2	5	3	10
ENGN	105	1	11	12	24	7	1	7	15	25	15	4	44	2	10	10	22
GEOL	56	1	5	4	10	2	0	2	4	2	3	3	8	7	10	17	34
HSL	276	8	11	55	74	14	9	10	33	59	31	14	104	10	27	28	65
MATH	76	2	0	9	11	1	1	16	18	24	5	1	30	4	2	11	17
MUS	173	73	0	31	104	0	0	0	0	1	1	26	28	1	2	38	41
PHYS	13	0	0	4	4	0	0	2	2	3	3	1	7	0	0	0	0
PSYC	184	3	5	17	25	3	6	6	15	31	19	11	61	8	34	41	83
SubT	1061	93	44	154	291	34	23	47	104	187	90	68	345	50	101	170	321
TOTALS	5282	422	458	304	1184	80	461	809	1350	466	530	249	1245	339	402	762	1503

THE UNIVERSITY OF IOWA LIBRARIES
Preservation Department, Binding Unit Statistics
1992/93
(Uses TWIN spreadsheet program)

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SAMPLE EXCEL Spreadsheet - created in mar - still re-constructing data from Oct - Jan.

SOLINET GRANT FILMING STATISTICS

SOLINET FILMING STATISTICS	1992	B (Aug)	D (Sept)	F (Oct)	H (Nov)	J (Dec)	L (Jan)	N (Feb)	P (Mar)	R (Apr)	T (May)	V (June)
FILMED								97	93	106	99	132
Coleman		70	79					90	88	0	14	0
NIC			0					7	5	106	0	0
Ward		17	1					0	0	0	0	0
Wilson			0					0	0	0	0	0
Thompson		3	0					0	0	0	0	0
NIL			0					0	0	0	0	0
Special Collections		36	26	61	43	47	16	64	56	57	9	79
King Library		54	54	32	53	53	79	33	37	69	90	28
Other Locations		0	0	14	1	0	0	0	0	0	0	25
Total filmed		90	80	97	97	100	95	97	93	106	99	132
Serials (vols)			1				28	0	0	106	86	132
Serials (titles)							1	0	0	2	2	3
NOT FILMED		150	150	150	150	150	139	163	150	1	11	0
No original		60	60	60	60	50	77	90	60	0	0	0
acceptable reformat		30	30	30	30	30	53	61	20	1	1	0
reprint available		20	20	20	20	20	9	9	20	0	0	0
Wilson		20	22	20	33	26	28	25	10	0	10	0
good condition		3	3	1	2	3	13	1	0	0	0	0
other		0	2	2	2	0	0	6	0	0	0	0
questions/problems/film later		47	33	22	22	20	26	15	0	0	0	0
other locations/film later		0	10	8	5	3	24	10	0	0	0	0
Total not filmed		123						139	169	1	1	0
Total not filmed/film later		47						25	25	0	0	0
Total not filmed this shipment		170						164	194	1	0	0

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University of Kentucky

SOLINET GRANT FILMING STATISTICS

Year 1 to date	Averagelmo year to date	X (July)	Z(Aug.)	BB(Sept.)		
		91				
		30				
		2				
		0				
		0				
		0				
		0				
484		26				
572		64				
40		1				
1086	0	91				
360		62				
8		1				
0						
0						
1214		0	186			
467		0	51			
286		0	102			
138		0	8			
194		0	12			
26		0				
12		0				
184		0				
60		0				
0						
0						
0						
433		0				
97		0				
529		0				

SOLINET GRANT FILMING STATISTICS

TOTAL TITLES SEARCHED (F&NF)		213						281	282	9	17	9
DATE SENT		8/26/92	9/28/92	10/27/92	11/24/92	12/22/92	1/25/93	2/24/93	3/26/93	4/28/93	5/27/93	6/24/93
Insured for		$4,323	$5,896	$6,772	$5,707	$7,942	$10,634	$10,504	$6,207	$2,320	$2,636	$1,580
Returned by Solinet		4	7	7	4	4	4	1	8	0	0	0
RLIN		2	2	3	1	3	1		3	0	0	0
BOD			0						0	0	0	0
OCLC		2	2	1	1		3	1	3	0	0	0
NYPL FICHE			2	1	1	1			0	0	0	0
NRMM			1	2	1				0	0	0	0
Materials lent to SOLINET			1						0	0	0	0
Replacement pgs, issues, vols needed								3	0	0	0	0
CONVERSION		0	0	0	0	0	0	16	21	0	0	0
DLC								3	1	0		
Member Copy								4	12	0		
Original								9	8	0		
L&R									8	0		
RECLASS								0	1	0		
HOLDINGS ADDED								6	19	0		
BIB EDITING								4	5	0		
MICROFILM RECORDS EXPORTED												0

63

77

78

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0						
759		39				
0						
373932		7/26/93				
646185		95 562 00				
0						
37		0				
16		0				
0		0				
13		0				
5		0				
4		0				
		0				
1		0				
3		0				
0						
0						
37	0	10	0	0	0	0
4						
16		4				
17		6				
8		2				
1						
26		5				
9		2				
0						
0		0				

64

79

80

PRESERVATION OFFICE, UMCP LIBRARIES

RESTORATION/REPAIR UNIT STATISTICS
FY:

	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
COMPLETED							
* ARCHIVAL BOXES REC'D (COMMERCIAL)							
ARCHIVAL BOXES (IN-HOUSE)							
CREASE BOXES							
LAMINATION							
LEAVES TIP-INS							
LEAVES TRIMMED (REBINDS)							
PAMS							
PAMS-CONSTRUCTED IN HOUSE OVERSIZE							
PAMS-MIXED FORMAT							
PHOTOCOPIED PAGES							
POCKETS							
REPAIRS							
TOTALS	0	0	0	0	0	0	0

*PREPARATION AND FINAL PROCESSING COMPLETED IN-HOUSE

BINDING PREPARATION
ANNUAL STATISTICS

Michigan State University

WordPerfect

Library Accounts	1991/1992 Books	Vols.	Total		1992/1993 Books	Vols.	Total	% Ch. Books	% Ch. Vols.
Africana	8	13	21		3	11	14		-15%
Animal Industries	0	275	275		0	211	211		-23%
ARR	476	0	476		391	0	391	-18%	
Art	313	368	681		524	294	818	67%	-20%
Business	116	1,115	1,231		146	1,066	1,212	26%	-9%
Chemistry	32	873	905		28	772	800	-12%	-12%
Clinical Center	3	560	563		2	373	375	-33%	-33%
Conrad	13	80	93		2	66	68	-85%	-17%
Cyclotron (Library Funds)	1	92	93		0	91	91		
Prof. Tools	8	7	15		3	4	7		
Documents	343	1,828	2,171		507	1,704	2,211	48%	-7%
Engineering	3	1,199	1,202		318	1,079	1,397	1000%	-10%
Geology	2	335	337		20	275	295	900%	-18%
I/R	63	169	232		57	148	205	-10%	-12%
Labor	0	208	208		0	216	216		4%
Mag. Collection	0	523	523		0	328	328		-37%
Maps	51	33	84		78	13	91	53%	-61%
Math	60	650	710		250	575	825	317%	-12%
Microform	1	7	8		0	0	0		
Music	1,103	0	1,103		1,236	0	1,236	12%	
PRR	3	3,676	3,679		0	2,990	2,990		-18%
Physics	39	894	933		17	910	927		-2%
PLA	26	51	77		38	36	74		
SSH/Reference	224	403	627		233	373	606	4%	-7%
Science Ref./Cur.Jrn.	2,981	5,606	8,587		2,252	5,551	7,803	-24%	-1%
Stacks/East	11,083	2,387	13,470		16,077	1,718	17,795	45%	-28%
Stacks/West	51	399	450		4	55	59	-92%	-86%
SPC	n/a	27	27		n/a	8	8		
Vet. Clinic	5	23	28		28	16	44		
Total	17,008	21,799	38,810		22,214	18,883	41,097	30%	-13%

BINDING PREPARATION
ANNUAL STATISTICS
1992/1993

Library Accounts	Books	Volumes	Total	Expenditure
Africana	3	11	14	$88.56
Animal Industries	0	211	211	$1,396.38
ARR	391	0	391	$1,643.38
Art	524	294	818	$4,621.70
Business	146	1,066	1,212	$7,994.30
Chemistry	28	772	800	$5,269.95
Clinical Center	2	373	375	$2,478.46
Conrad	2	66	68	$467.40
Cyclotron (Library Funds)	0	91	91	$599.28
Prof. Tools	3	4	7	$42.50
Documents	507	1,704	2,211	$14,214.26
Document Delivery	0	0	0	0
Engineering	318	1,079	1,397	$8,745.83
Geology	20	275	295	$1,978.21
I/R	57	148	205	$1,268.27
Labor	0	216	216	$1,480.28
Mag. Collection	0	328	328	$2,289.65
Maps	78	13	91	$1,078.80
Math	250	575	825	$4,888.62
Microform	0	0	0	0
Music	1,236	0	1,236	$8,775.70
PRR	0	2,990	2,990	$20,243.43
Physics	17	910	927	$6,129.75
PLA	38	36	74	$416.06
Preserv./Micro	0	0	0	0
SSH/Reference	233	373	606	$3,628.08
Science Ref./Cur.Jrn.	2,252	5,551	7,803	$46,540.07
Stacks/East	16,077	1,718	17,795	$77,183.02
Stacks/West	4	55	59	$420.72
SPC	n/a	8	8	$4,959.64
Vet. Clinic	28	16	44	$226.76
Binding Reserve	0	0	0	0
Total	22,214	18,883	41,097	$229,069.06

M.S.U. LIBRARIES
BINDING PREPARATION UNIT
ANNUAL STATISTICS
1992/1993

	1991/1992	1992/1993	Change	Percent
VOLUMES:	22,168	19,205	-2,963	-13%
BOOKS:				
Paperbacks	13,528	14,810	1,282	9%
Rebinds	2,933	4,662	1,729	59%
Pamphlets	557	1,525	968	174%
Scores/Music Holders		1,230		
Total Books	*17,018	22,227	5,209	31%
*Includes music scores and holders				
TOTAL	39,186	41,432	2,246	6%

	1991/1992	1992/1993	Change	Percent
EXPENDITURE:				
(Library Funds)	$221,296.46	$229,069.06	$7,772.60	3%
(Special Funds)	$2,435.18	$2,192.54	-$242.64	-10%
TOTAL	$223,731.64	$231,261.60	$7,529.96	3%

Collection Preservation Department Conservation Lab
University of Wisconsin - Madison, General Library System

Conservation Laboratory Production Statistics (No. of Repairs) — Year: 1993 - 1994

Project: Total Number Volumes Treated per month — *Based on 879 Volume Inventory 1 July 1993

Month	Volumes Requiring Less then 15 minutes	Less 15 min. Cum. YTD	Volumes Requiring 15 minutes - 2 hours	15 min - 2 hrs Cum. YTD	Volumes Requiring More then 2 hours	2 hrs. + Cum. YTD	Cumula. YTD Total
July	138	138	175	175	15	15	328
August	65	203	246	421	19	34	658
September	66	269	197	618	3	37	924
October	88	357	211	829	0	37	1223
November		0		0		0	0
December		0		0		0	0
January		0		0		0	0
February		0		0		0	0
March		0		0		0	0
April		0		0		0	0
May		0		0		0	0
June		0		0		0	0
Total	357		829		37		1223

Month	Volumes Awaiting Treatment	Volumes Received	Volumes Completed	Net Volume Change
July	825	274	328	-54
August	713	218	330	-166
September	735	288	266	-144
October	669	233	299	-210
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0

University of Wisconsin

Collection Preservation Department Microfilm Lab
University of Wisconsin - Madison, General Library System

Camera Production Statistics (No. of Exposures) Year: 1993-94

Project: CIC-2 Grant started 10-1-91 File: CICPR293

Month	Original	Original Cumula.	Retakes	Retakes Cumula.	% Retakes Monthly	Re + Orig Cumula.	Time Minutes	Exp. per Minute	Time per Title	Time per Volume
July	20657	20657	2609	2609	11.21%	23266	6449	3.61	70.10	48.86
August	27655	48312	1084	3693	3.77%	52005	6170	4.66	64.95	44.71
September	31535	79847	1668	5361	5.02%	85208	6069	5.47	40.19	37.46
October	16843	96690	1423	6784	7.79%	103474	3695	4.94	59.60	52.04
November	29306	125996	1622	8406	5.24%	134402	5239	5.90	45.56	32.34
December										
January										
February										
March										
April										
May										
June										
Total	125996		8406		6.25%	134402	27622	4.87	53.63	41.54

Month	Titles	Titles Cumula.	Expos. per title	Volumes	Volumes Cumula.	Expos. per vol.
July	92	92	224.53	132	132	156.49
August	95	187	291.11	138	270	200.40
September	151	338	208.84	162	432	194.66
October	62	400	271.66	71	503	237.23
November	115	515	254.83	162	665	180.90
December						
January						
February						
March						
April						
May						
June						
	515		244.65	665		189.47

72

83

Collection Preservation Department Microfilm Laboratory
University of Wisconsin - Madison, General Library System

Production Statistics
Year: 1993-94

1993-94 Month	*** Exposures	Cumulative Exposures	*Master & Print Neg.	**Positive Copy	Current Ph.D.'s	Serials Title	MURE Title	MURE Vol.	CIC Title	CIC Vol.	ILL/Special Title	ILL/Special Vol.
July	43,911	43,911	45	20	56	4	0	0	92	132	14	12
August	44,525	88,436	71	33	57	0	0	0	95	138	11	15
September	54,254	142,690	135	92	63	0	0	0	151	162	2	4
October	52,782	195,472	95	43	123	7	0	0	62	71	1	2
November	57,479	252,951	79	18	75	6	0	0	115	162	0	0
December	0	0	0	0	0	0	0	0	0	0	0	0
January	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0	0
Total	252,951	0	425	206	374	17	0	0	515	665	28	33

1992-93 Month	*** Exposures	Cumulative Exposures	*Master & Print Neg	**Positive Copy
July	41,502	41,502	49	24
August	23,459	64,961	43	57
September	42,194	107,155	54	53
October	49,812	156,967	34	17
November	34,387	191,354	104	68
December	20,614	211,968	13	18
January	39,473	251,441	51	7
February	44,605	296,046	86	26
March	32,883	328,929	109	126
April	41,291	370,220	55	15
May	39,324	409,544	58	36
June	34,540	444,084	85	65
Total	444,084	444,084	741	512

Year	*** Exposures	*M&P Neg.	**POS Copy
1987-88	654,588	583	176
1988-89	508,528	495	210
1989-90	704,524	910	516
1990-91	489,986	645	304
1991-92	422,236	477	240

*Master & Print Negative
Silver Halide Film

**Positive Copy Reels
Vesicular Film

***Exposures = Film Images

COLLECTION PRESERVATION DEPARTMENT, Memorial Library, University of Wisconsin--Madison

BOOK ASSESSMENT SECTION--Monthly Statistics FY 1992-91

SEARCHING ACTIVITIES (Titles)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	AVERAGE
1. Monographs								33					33	11.00
2. Serials	0	0											0	0.00
TOTAL NUMBER SEARCHED	0	0	0	0	0	0	0	33	0	0	0	0	33	2.75
INCOMING MATERIALS														
1. From Circulation (vol.)						587	248	96					931	310.33
2. From CTS (vol.)				55	79	33	42	36					245	49.00
3. From PR (titles)													0	ERR
4. From Bindery							1	7					8	4.00
5. Other													0	ERR
TOTAL INCOMING	0	0	0	55	79	620	291	139	0	0	0	0	1184	98.67
INTERNAL ROUTING														
1. To ConsLab						114	146	140					400	133.33
2. From ConsLab						185	83	66					334	111.33
3. To MFLab (Moncg)						0	0	0					0	0.00
4. To MFLAB (Ser)													0	ERR
5. To Bib Shelves													0	ERR
6. From Bib Shelves						0	0	65					65	21.67
7. Req. from Circ.							3	11					14	4.67
8. Books to Circ.						3	4	9					16	
TOTAL MONTHLY ROUTING	0	0	0	0	0	302	236	291	0	0	0	0	829	69.08
OUTGOING MATERIALS														
1. Return stax						253	490	488					1231	410.33
2. To Bindery						13	2	0					15	5.00
3. To Discard						0	35	6					41	13.67
4. To Reserves						93	16	0					109	36.33
TOTAL OUTGOING	0	0	0	0	0	359	543	494	0	0	0	0	1396	116.33
ADDED TO OR REMOVED														
FROM BAS BACKLOGS														
1. To Backlog						323	193	66					582	194.00
2. From Backlog						64	23	160					0	82.33
TOTAL V. IN BACKLOG	978	978	978	978	978	1237	1407	1313	1313	1313	1313	1313	1895	
3. To Storage (Reg.)						1	4	19					24	8.00
4. From Storage (Reg.)						3	2	6					11	3.67
TOTAL IN REG. STORAGE	4864	4864	4864	4864	4864	4862	4864	4877	4877	4877	4877	4877	4890	4869.25
5. To Storage (AP's)						0	3	13					16	5.33
6. From Storage (AP's)						0	0	0					0	0.00
TOTAL IN AP STORAGE	1283	1283	1283	1283	1283	1283	1286	1299	1299	1299	1299	1299	1315	1289.92
7. From Inventory													0	ERR
TOTAL IN INVENTORY														

PRESERVATION STATISTICS AUTOMATION

Developed by CadBASE Software allows the use of floppy diskettes as the means of data collection and communication between member libraries and ARL.

At each ARL library, system requirements include availability of a PC - either IBM or Mac. IBM requires 3MB of disk space and 2MB or RAM memory and the Mac requires 2MB of disk space and 1.5 MB of RAM. The program must be installed on the hard drive in order to operate the ARL Preservation Statistics System.

Features/Specifications:

1 Utilizes FOX Base Database and Runtime systems for Macintosh and PC data entry and data storage with preprogrammed disks which are mailed by ARL to member libraries.

2 The system is fully menu-driven with online Help based on the General Instructions to the Preservation Questionnaire.

3 Allows for easy modification, alter dates, table headings, labels, etc.

4 Converts Canadian dollars to U.S. dollars using a fixed conversion rate, which is determined annually.

5 Incorporates basic arithmetic checks for percentage changes by institution from previous years' data based on data collection via the new system.

6 Allows entry of text for footnotes.

7 Allows data import from member disks and or direct entry of data at ARL into 1-2-3, Quattro Pro, and Excel.

8 Supports data import from other ARL statistics files.

Future Enhancements:

1 Incorporate user-definable checks for percentage changes (by institution) from previous years' data based on data collection via the new system.

2 Include previous years' footnotes for modification and verification.

21 Dupont Circle
Washington, D.C. 20036
202 296 2296 telephone
202 872 0884 fax

SYSTEMS AND PROCEDURES EXCHANGE CENTER

COMMERCIAL LIBRARY BINDING

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

EXAMPLES OF SCREENS USED IN BINDING SYSTEM

BIND100M

AIMS BINDING MENU

1. SEND TO BINDERY (BY LOT)
2. RETURN FROM BINDERY (BY TITLE)
3. RETURN FROM BINDERY (BY LOT)
4. ADD NEW BINDITM RECORD
5. BOUND VOLUME MAINTENANCE
6. BINDING CONTROL ADD/MAINTENANCE

SELECT FUNCTION NUMBER 1

ENTER/PROCESS F3/EXIT SYSTEM F4/AIMS MENU

User selects function to update records with binding instructions and shipment lot number.

BIND200M

SEND TO BINDERY BY LOT SEARCH

PLEASE ENTER LOT NUMBER **CDU_**

AND APPROPRIATE SEARCH KEY

ISSN: ____ - ____
TK: _____ KEYWORD: _____
SEQ: _____
CALL NUM.: **W 20 M4892**_____

BINDITM ITEM NO.: _____

ENTER/PROCESS F3/EXIT SYSTEM F4/BINDING MENU F5/NEW SEARCH

User enters shipment lot number and call number (or other identifying data element) of piece to be sent.

09/27/93 SEND TO BINDERY BIND250M
CA: W 20 M4892 SEQ: M17450000
TI: MEDICAL RESEARCH ... / NATIONAL HEALTH AND MEDICAL RESEARCH COUNCIL, COMMON WEALTH DEPARTMENT OF HEALTH

FREQ: A FL: 1982--
GN: CONTINUES: MEDICAL RESEARCH PROJECTS; REPORT UPON THE WORK UNDER THE MEDIC+
FB: 1982
LB: 1989
UDESC: Y UNO: 01 USL: COLL UIC: COLOR: BROWN TPI: N TRIM: Y
UNOTES:
ATTACH: DOUBLE-FAN ABBREV:
BHNOTES: MONOGRAPHIC SERIES

ST	YEAR	VOL	ISSUES	MONS	PGS	DATE	ITEMNO
T	**1992**						**930917 00226226**

ABBT: ___ **PANEL:** _____ **PRTIS:** _
NOTES: _____

ST	YEAR	VOL	ISSUES	MONS	PANL	PGS	DATE	ITEMNO
A	1993						930826	00223373
B	1991						920730	00182001

ANOTHER PAGE
ENTER/PROCESS F1/NEXT ITEM F2/NOTES F3/EXIT SYSTEM F4/BINDING MENU F5/NEW SRCH F6/CANCEL F7/UP F8/DOWN F9/BIB F10/DELETE F11/ADD F12/RECALL

A record for the piece to be bound has been created by the predictive binding program and is already in the system. The user will change the Status (ST) from T to B, add any additional information to be printed on the spine, press enter and record is added for binding lot CDU.

SHIPPING LIST
LOT 367S

	PANEL	VOL	ISS	MONS	PGS	YEAR
10.	M1 AR49LA ARCHIVES OF VIROLOGY. SUPPLEMENTUM COLOR: BLACK 990 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: SR0075132	2			SL: COLL	1991
11.	M1 AR636T ARCHIVOS ARGENTINOS DE ALERGIA E INMUNOLOGIA COLOR: GREEN 490 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: A63375000	17	NO.1-2		SL: COLL	1983
12.	M1 AR636T ARCHIVOS ARGENTINOS DE ALERGIA E INMUNOLOGIA COLOR: GREEN 490 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: A63375000	16	NO.2-3		SL: COLL	1982
13.	M1 AR636T ARCHIVOS ARGENTINOS DE ALERGIA E INMUNOLOGIA COLOR: GREEN 490 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: A63375000	15	NO.1-2		SL: COLL	1981
14.	M1 AR636T ARCHIVOS ARGENTINOS DE ALERGIA E INMUNOLOGIA COLOR: GREEN 490 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: A63375000	14	NO.1-3		SL: COLL	1980
15.	M1 AR662E ARCHIVOS DE ESTUDIOS MEDICOS ARAGONESES COLOR: RED 188 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: A63840000	30-31			SL: COLL	1986
16.	M1 AR8018 ARIZONA RURAL HEALTH PROVIDER ATLAS COLOR: RED 188 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: SR0061209				SL: COLL	1987
17.	M1 AR953Y ARTHROPOD-BORNE VIRUS INFORMATION EXCHANGE COLOR: BROWN 860 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: BIND IN LOOSE PAGES SEQUENCE: A68440000				SL: COLL	1991
18.	M1 BE273 BEITRAGE ZUR GERONTOLOGIE UND ALTENARBEIT COLOR: BLUE 598 VOLUME/NUMBERING: SPECIAL INSTRUCTIONS: SEQUENCE: B03230000	89			SL: COLL	1993

PULL FOR BINDING

CALL NO:W1 GU52 SEQUENCE: R35080000
TITLE:REVISTA DEL HOSPITAL DE NINOS ALEJANDRO MANN

UNITS TO BIND:	YEAR	MONTHS	VOL	ISSUES	PANEL
PAGES	SL				
ITEM 00211389	1988/89		21	1-3	
COLL					

UNBOUND INCOMPLETES:	YEAR	MONTHS	VOL	ISSUES	PANEL
PAGES	SL				

BIBLIOGRAPHIC DATA:
FIRST/LAST: 1,1962--
FREQUENCY: 3Y
NOTES:
REMARKS:

BINDING HISTORY:
NOTES: SEV VOLS BD TOGETHER

COLOR: BLUE
UNIT: UNO= 03 UDESC= I UADJ:
ATTACH: TPI: TRIM:
FBVOL: 1962 1 LBVOL: 1986-87 20 1-3

AT THE BINDERY: LOT	YEAR	MONTHS	VOL	ISSUES	PANEL
PAGES	SL				

PREVIOUSLY BOUND:	YEAR	MONTHS	VOL	ISSUES	PANEL
PAGES	SL				

GAPS:	YEAR	MONTHS	VOL	ISSUES	OTHER
NOTE					

CLAIMS:	YEAR	MONTHS	VOL	ISSUES	OTHER
NOTE					

Penn State University
University Libraries

B1183758 BIBLIOGRAPHIC Information
TITLE Optical and quantum electronics

C1163747 Last updated: 11-15-93 Created: 01-03-92 Revision: 34
01 LABEL TYPE: n 03 CORE: c 05 CLAIM: 01-28-84 07 RECLOC: s
02 PUBSTAT: a 04 COPIES: 1 06 LOCATION: py 08 VENDOR: faxon
09 CALL # TK7871.3.083
10 LIB. HAS v.1,1968-v.23,no.8,1991
11 CHECK NOTE Shelving: Physical Sciences Library
12 CHECK NOTE Does not circulate
13 CHECK NOTE Initialism is ok/smw 04/23/92
14 VENTTL # 089882
15 P.O. # 71CA-74
18 ACCOUNT # CHPHY 241
20 CHECK-IN Card: Status is current, 48 boxes, 30 days between issues
21 BIND INFO 2\290 B48$FCI &last back$CSV
22 BIND LOC PHYS SCI
23 BIND NOTE Spine marking: v., nos. year

Innovacq Serials Control check-in record showing specific binding instructions and collation information. See lines 21, 22, 23. See also sheet describing binding codes used.

Penn State University
University Libraries

BINDING CODES
FOR
INNOVACQ BINDING INSTRUCTIONS

Codes for COLLATION:

ADS -------- Advertisements out

BAT -------- Bind as tied

CVRS ------- Covers out

FCI -------- Front covers in

FFCI ------- First front cover in

IB --------- Index back

IF --------- Index front

TPC --------Title page contents front

Codes for SPECIAL INSTRUCTIONS:

DNT -------- Do not trim

FP --------- Folded pages

FS --------- Fold sew

MP --------- Make pocket

WT --------- Watch trim

CSV -------- Color sheets between volumes

SSCS ------- Supplement separated with color sheet

Penn State University
University Libraries

THE PENNSYLVANIA STATE UNIVERSITY
University Libraries
Bindery Unit

ID NO: C1183747

TITLE: Optical and quantum electronics

CALL NO: PHYS SCI
TK7871.3/063

VOL./YR.:
24
no.1-6
1992

BINDING INSTRUCTIONS:

Color No.: 290 Pattern No.: B48
FCI &last back
CSV

BINDING NOTE:

Binding slip generated from the Innovacq Serials Control Binding Module. This slip is sent along with the issues to the commercial binder.

Penn State University
University Libraries

C1163747 CHECKIN Information
TITLE Optical and quantum electronics
CALL # TK7871.3.063 LOCATIONS py
CHECK NOTE Shelving: Physical Sciences Library

Boxes 1 to 14 of 49

#1 Jan 92 TO BIND 11-18-93\ 24:1 1	#2 Feb 92 TO BIND 11-18-93\ 24:2 1	#3 Mar 92 TO BIND 11-18-93\ 24:3 1	#4 Apr 92 TO BIND 11-18-93\ 24:4 1	#5 May 92 TO BIND 11-18-93\ 24:5 1	#6 Jun 92 TO BIND 11-18-93\ 24:6 1	#7 Jul 92 TO BIND 11-18-93\ 24:7 1
#8 Aug 92 TO BIND 11-18-93\ 24:8 1	#9 Sep 92 TO BIND 11-18-93\ 24:9 1	#10 Oct 92 TO BIND 11-18-93\ 24:10 1	#11 Nov 92 TO BIND 11-18-93\ 24:11 1	#12 Dec 92 TO BIND 11-18-93\ 24:12 1	#13 Jan 93 ARRIVED 01-29-93 25:1 1	#14 Feb 93 ARRIVED 03-11-93 25:2 1

C > CHANGE BOXES selected Q > QUIT
D > Change DISPLAY
Choose one (C,D,Q)

• psulias 10 06

Innovacq Serials Control check-in card (screen) showing issues sent to the commercial binder with box status - TO BIND.

ABLE/Library

INTRODUCTION

The ABLE/Library System is an automated solution used to assist the library in binding preparation and record keeping. ABLE is a hardware/software product that provides increased cost savings, higher reliability and better service than ever before. Advanced technology along with an innovative system design provides both library and bindery with a sophisticated tool which is easy to use and efficient in operation.

The ABLE/Library System resides on-site at the library while the bindery employs the ABLE/Bindery System. The systems may be utilized independently or as an integrated pair. When both library and bindery utilize ABLE systems, the database information is contained in both locations with the data being transferred via magnetic media. This eliminates the redundant entry of binding data.

SYSTEM OVERVIEW

ABLE/Library is equally effective when used with periodicals or monographs. Binding data may be transient or permanent. Permanent data (title rubs) can be stored with variable fields (such as volume and year) that is filled in when an item is scheduled for binding. The system assists in specifying the variable fields by displaying a history of the last several times the item was bound.

A binding ticket (Universal Binding Slip) is printed for each item in a shipment. A collection of these tickets constitutes a "Lot". When the shipment is ready the lot data is transferred to the bindery via floppy diskettes. These are then read at the bindery thus eliminating the manual and error-prone steps of re-keying title data.

ABLE also offers a full complement of reports in providing the library with desired information.

The system consists of five basic components or modules:

- Title Composition
- Check In/Out
- Diskette Control
- Reporting
- File Maintenance

TITLE COMPOSITION

Title Composition provides the ability to store, retrieve, modify title (rub) or format data. These titles and formats are then available for use during the binding preparation process.

The Title Composition module allows the user to:

- Maintain a data base of titles
  Periodicals, monographs, etc. can be stored, updated, viewed or deleted. The permanent titles can be recalled during the shipment preparation via one of the following methods:
  - Title id (numerical)
  - Text (alphabetical)
  - Call number
  - Private id
  - Issn/Isbn

- Create shipment (lot) data
  Items being prepared for shipments are added to one or more lots. If a title is not stored permanently in the database then it can be easily entered using the various formats. For each item being sent to the bindery a binding ticket (UBS) is printed.

- Display history information
  History data is automatically captured for each permanent title every time that it is bound. Information available to the operator is date of shipment, the title's variable data and any special remarks associated with the volume. History for the last six bindings are maintained.

- Maintain a set of formats or templates
  Used to ease entry of new permanent titles or transient shipment items. The library can establish up to 1000 different formats.

CHECK IN/OUT

Check In/Out is the process that monitors all volumes leaving or entering the library through the binding preparation department. The basic services provided by this function are:

- Control for items leaving the library
  Before the shipment leaves the library, the lot items are checked "out" either individually or as an entire group.

  Optionally a Lot Item report can be printed showing the volumes that have been sent to the bindery (see Reporting).

- Control for items arriving from the bindery
  When the shipment returns from the bindery, the lot items are checked "in" either individually or collectively.

  Optionally a remark, which remains a part of the history, can be added to any item returned.

The checking in/out process can be accomplished via wands for reading bar codes which are printed on the binding tickets or by selecting the items via the keyboard or mouse.

DISKETTE CONTROL

Diskette Control manages the exchange of shipment (lot) data between the library and bindery. The primary services provided are as follows:

- Diskette Production
  Used to create and send the data to the bindery on a lot by lot basis. The floppy diskettes contain the data necessary for binding the volumes.

- Diskette Restore
  Allows the data coming back from the bindery to be loaded onto the library's system. Any updates made at the bindery can be included or bypassed under operator control.

Statistics are displayed (optionally printed) which inform the operator of lot items produced or restored. A summary by category and class of binding is also included.

REPORTING

The following reports are currently available:

1. Title (Brief)
   Titles stored in the permanent database are listed one line per title. Data items listed are Title Id, Call Number, Department, Collection, Category, Class and Text. The report can be sorted by Title Id, Text, Call Number, Issn/Isbn or Private Id.

2. Title (Full)
   Titles stored in the permanent database are printed in detail. Data items listed are all available title fields. The report can be sorted by Title Id, Text, Call Number, Issn/Isbn or Private Id.

3. Title (Slips)
   Binding tickets can be printed for all or part of the permanent database.

4. Lot (Item)
   Items in the selected lot are listed in a one-line format. Data items included are Title Id, Call Number, Item Number, Department, Collection, Category, Class, Status and Text. A summary by class and category is also printed. The report is sorted by Text.

5. Lot (Summary)
   A one-line summary of each lot that is open or closed on the system. Data items listed are Lot Number, Binder, Status, Works/Cartons (Sent & Returned), Return Date and Return Operator. A summary by lot status is also included.

6. Lot (Slips)
   Binding tickets are batch printed according to the lot selected. Tickets are sorted by item number.

7. Format (Brief)
   Formats or templates are listed one-line per format. Data items listed are similar to the Title (Brief) report.

8. Format (Full)
   Each format field is printed in detail. Data items listed are similar to the Title (Full) report.

FILE MAINTENANCE

File Maintenance provides basic maintenance facilities of add, update, remove and inquiry for the following:

- **Account**
  Contains name, address and control data for the library or department.

- **Binder**
  Contains name, address and control data for the binder.

- **Codes**
  1. Category - specifies the type of volume to be bound (e.g. Serial, Monograph, etc.)

  2. Class - specifies the binding style for the volume (e.g. Custom, Standard, etc.)

  3. Exclusion - specifies the words that will be ignored when searching a permanent title using the TEXT key

  4. Extras/Specials - specifies special processes (e.g. Pockets, No Trim, etc.)

  5. Leaf Attachments - specifies method of page affixing (e.g. Adhesive, Oversew, etc.)

- **Purge**
  Removes completed lots (i.e. Lots that have been checked "in" to the library) from the computer.

- **User**
  Establishes operator names and access privileges to the various application functions.

ABLE/Library

HARDWARE

ABLE/Library is based on IBM's PC/AT family of computers. Should the library be of sufficient size the bindery will provide all or part of the hardware. If the library is providing the hardware the configuration should be as follows:

- o IBM PC/AT or equivalent
- o MS-DOS (PC-DOS) Operating System (V3.1 or later)
- o 640 Kbytes (or more) of memory
- o 30 Mbytes (or more) of hard disk
- o Floppy diskette (high-density 5-1/4" or 3-1/2")
- o Graphics Adapter
- o Monitor (monochrome or color)
- o Printer (Epson compatible)
- o Microsoft Mouse (optional)

All procedures and training for operating the system are supplied by the bindery. The maintenance of the hardware is the responsibility of the library.

SOFTWARE

The bindery will provide the applications software pre-loaded on systems that are supplied by the bindery. If the institution is providing the hardware, the bindery will provide the software and installation for a nominal charge.

In either case, all software updates will be provided by the bindery. The library will be responsible for backing up the data base on electronic media (tapes, diskettes, etc.).

CONCLUSION

The ABLE/Library system advantages are:

1. Ease of binding preparation through reducing the time and effort necessary to create tickets.

2. Library personnel can check on any item in the binding cycle by means of searching the History.

3. Binding costs are minimized through increased productivity at both the library and bindery.

Please contact an Information Conservation, Inc. binder for your personal demonstration of the ABLE/Library System.

CUST. LOT NO.	ITEM NO.	DEPARTMENT	CATEGORY	BINDING CLASS	BINDERY JOB/PIECE NO.
A23	0063	STK	Paperback	Cloth (Fle	

CUSTOMER #	TITLE I.D.	COLLECTION
GREENSEP		

NAME

STANFORD UNIVERSITY
CECIL H. GREEN LIBRARY
STANFORD, CA 94305-6004

ISSN./ISBN.	BIND. FREQ.	PUB. FREQ.

☐ SAVE TITLE (NEW) ☐ PERMANENT CHANGE
☐ DO NOT SAVE TITLE ☐ SAMPLE/RUB SENT

CUSTOM PERIODICAL INSTRUCTIONS

TITLE PAGE	FRONT COVER
TABLE CONT.	BACK COVER
INDEX	ADS

INSTRUCTIONS

☐ IMPRINT ☐ PANEL LINES
☐ RECASE/NEW COVER ☐ HAND TRIM
☐ SEW THRU FOLD ☐ BIND AS IS
☐ ADHESIVE BIND ☐ POCKET/CLOTH
☐ MOUNT COVER ☐ POCKET/PAPER

LEVEL: X

SPINE LETTERING:
CANAA E O
IDEARIO
MODERNISTA

-

PAES

6

PQ9697
G8C436
1992

SET OF	DATE SENT
COVER COLOR	PRINT DATE
9999	0993
PRINT COLOR	ENTRY DATE
W	OPR30993
HEIGHT	UPDATE
0-0/8	
WIDTH	SPINE
0-0/8	0-0/8

BINDERY USE ONLY

☐ HAND TRIM ☐ SP. BK CUT
☐ STF (MACH) ☐ STUBBING
☐ STF (HAND) ☐ SEPARATORS
☐ STF (SINGLE) ☐ MENDING
☐ RECASE ☐ REM. STAPLES
☐ PICT/PAPER ☐ TRIM XRX. PGS.
☐ MOUNT COVER ☐ FOLD XRX. PGS.
☐ ALL ADS OUT ☐ ENTERING
☐ IMPRINT ☐ PANEL LINES
☐ EXTRA TIME _____ MIN.
REASON _____

BAR CODE DATA

GREENSEP002924

BINDERY COPY 1

BOOK ☐

TYPE OF MATERIAL - PLEASE DESIGNATE ☑

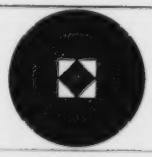
☐ STANDARDIZED BOOK (NO COLOR/FOIL CHOICE)
☐ CUSTOM BOOK (CHOICE OF COLOR/FOIL)
☐ THESIS (CHOICE OF COLOR AND/OR FOIL)
☐ OTHER
☐ MUSIC BOOK/SCORE (CHOICE OF COLOR/FOIL)
☐ FLEXBIND-S PAPERBACK (NO COLOR CHOICE)
☐ FLEXBIND-M PAPERBACK (MYLAR)

INFORMATION CONSERVATION, INC. 7/89

SYSTEMS AND PROCEDURES EXCHANGE CENTER

REPLACEMENT AND REFORMATTING

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

CORNELL UNIVERSITY LIBRARY SURVEY

Record number 1 A

```
ID-A1>                                                          < Pubd-A2#(     )
VOL-A3(     )  Tot*V*Set-A4(      )  Pp-A5(     ) CIRC-A6(     ) Other-A7(     )
-------------------------------------------------------------------------------
REFORMAT-B1( )     COMM.BIND-B2( )       BAS.REPAIR-B3( )       BAS.BIND-B4( )
MUST CUT-C1( )        SERIAL-C2( )       B=To binding(B3)       R=Recase(B4)
   PAPER-D1( )          BIND-D2( )       L=To leaves (B3)       O=Other (B4)
 B=Brittle(D1)     F=First Bind(D2)
 A=Acidic (D1)     R=Rebind    (D2)
-------------------------------------------------------------------------------
   ENCLOSE-B5( )                                CON.TREAT-B6( )
  DESCRIP-C5(  )  TYPE-D5(  )                    DESCRIP-C6(  )  TREATMENT-D6(    )
   L=Leather(C5)  Mm=MM case(D5)                  L=Leather(C6)  Rbs=Rebind/Resew(D6)
Pr=Parchment(C5)  Pa=Pam.Case(D5)               Pr=Parchment(C6)  Rss=Resore/Resew(D6)
   Cl=Clasps(C5)  Bx=Box(D5)                   AT=Alum-tawed(C6)  Rb=Rebind(D6)
     Lo=Loose     Po=Portfolio(D5)                    C=Cloth(C6)  Rbk=Reback(D6)
       items(C5)                                   Pp=Paper(C6)  Tbk=Tissue reback(D6)
     Lm=Limp(C5)                                   TEXT-C6A(  )  Exc=Excessive repair(D6)
                                          Tp=Text paper(C6A)
                                       Tr=Text parchment(C6A)
                                          To=Text other(C6A)

Please respond.  (F10) when complete.  (Alt)H for help.
```

PC-File - BRITTLE: Brittle Books File "Adopted View"

File Edit Views Search Print Utilities Tools Macros Help

File_No	4771						
Init_Date	93/07/13		To_Selector	93/07/13			
Plus_Three	N		Auto_Replace	N			
Last_Name			First Name				
Title	Astounding Science Fiction						
Call_No	PZ1 A85						
Volumes	All	(ie: 108-112 or 1929-1940)					
Publ_Year	1943	Selector	JEB				
Type	0 (monograph = 1, series = 0)						
ACTION:	Withdraw	Y	Phase_Det	N	Com_Micro	N	
	Microfilm	N	Reprint	N	Failed_Order	N	
	Photo_In	N	Photo_Other	N	No_Decision	N	
	Other	N	(If Other, see Comments)				
Num_Reels	0	To_InHouse					
Num_Pages	0	To_Vendor					
Cost	0.00	Vendor_Name					
Fund	0	Invoice_Num	0				
Comp_Date	93/07/16	Num_Volumes	49				
Comments	Withdraw entire set except those in Lim. Circ.						

[Prev] [Next] [Search] [Again] [Add] [Recalc] [Cancel]

4897 records Index: FILE_NO

Record number 1 CORNELL UNIVERSITY LIBRARY TREATMENT REPORT F

JOB (0001-B91) LIB(OLIN) COLLECTION( ) AREA( )
CALL ID(HV 5291 A73 1853) DATE PUB( ) NOTIS( )
BRIEF DESC (HISTORY OF THE TEMPERANCE REFORMATION)
RLIN( ) LABEL( )
Phys: TYPE ( ) cover ( ) cms(19.0) v-cop#(1) shts pps#(465)

Information from survey by ( ) dated ( )
REBIND RECASE (X) RESEW ( ) REBACK ( ) MAT ENCAPS ( )
RESTORE REPAIR ( ) ENCLOSE ( ) BRITTLE ( )
MISC ( )

ARL Procedures Done:
LEVEL 1 MINOR# (0) LEVEL 2 INTERMED# (0) LEVEL 3 MAJOR# (1)
ENCLOSURES# (0) FLATS# (0) D-A# (0)

Statistics of Treatment Hours:
HRS TP# ( ) HRS SZ# (9.75) HRS DJF# ( ) HRS JEN-B# ( )
INTERNS# ( ) EXHIBIT# ( ) HRS PV# ( ) TOTAL HRS# (9.75)

Routing Information and Dates:
REC'D (91/01/09) UNTREATED ( ) COMPLETE (91/04/17) RET'D (91/04/17)

119

UNIVERSITY OF FLORIDA.
George A. Smathers Libraries.
Preservation Department.
Automation Project.

Unit: Reprographics.
Title: FILMLOG.
Application: Q&A, v.4
Current Access: MS-DOS personal computer.
Future Access: MS-DOS personal computer, with additional read only access via Preservation LAN/Ethernet (target: June 94).

Date of Latest Revision: 1993.12.10
Status: Under revision; Will be reprogrammed as FoxPro application and relational database that will allow it to interface and receive information from other Preservation Department databases and the Libraries' OPAC. Major revision and reprogramming is now underway.
Revision will allow record of all reprographic treatments including preservation photocopy and electronic imaging.

Narrative: This application records information about preservation microforms; tracks preservation microfilming activity; and generates products related to that activity. Products include: quality control sheets, microfilm targets, packing lists, catalogs of microforms for sale, labels (including the label used by National Underground Storage), exposure counts, and cataloging information.
Help screens appear upon entry into fields.
Bibliographic information can be downloaded from the Libraries' OPAC, and upload of microform specific information formatted for USMARC bibliographic or holdings fields (e.g., 007, 265, 533, 583), albeit manual upload interface at this time.
Programming anticipates and suggest response based upon previous input or external information.
Information on screen three is automatically generated and hidden from data entry operator. It is used only for imported or exported information use. Data entry is based either upon imported/downloaded information from bibliographic/holdings records or upon information input on screens one and two for export to a bibliographic utility or other Preservation Department system.

FILM LOG.

Date Received: Reel No.: NOTIS No.:
Call Number: BarCode:
Author:
Title:
Place:
Chronology:

Enumeration:
Frequency: Frequency Name:
Days of Publication:
Missing Issues, Pages, etc.:

Type of Item Code: M Type of Item Name:
Filming Project Code: Filming Project Name:

Shipment: Box: OCLC: SOLRN: UMI:

SCREEN 2 OF 3

Reel Number: Filming Agent Code: Duplication Agent Code:
Position on Reel: Exposures: ExpDate:
Film JACKETED/FICHE? Number of Microfiche:

PHYSICAL DESCRIPTION OF MICROFORM

REDUCTION RATIO: Reduction Ratio Code (RR):

COLOR (COL):

DIMENSIONS
1st Generation (DIM):
2nd Generation (DIM):
3rd Generation (DIM):

POLARITY
1st Generation (POL):
2nd Generation (POL):
3rd Generation (POL):

EMULSION
1st Generation (EML):
2nd Generation (EML):
3rd Generation (EML):

BASE OF FILM
1st Generation (BSE):
2nd Generation (BSE):
3rd Generation (BSE):

FILMLOG is pausing for screen review.
Press RETURN to return to beginning of record OR F10 for next record.

SCREEN 3 OF 3

Date (583|c): Year: Number:

Specific Material Designation Information.

#2105:	#2106:	#2107:
#2115:	#2116:	#2117:
#2125:	#2126:	#2127:

Dimensions.

#2103:	#2113:	#2123:

Polarity.

#2203:	#2213:	#2223:

BEST COPY AVAILABLE

UNIVERSITY OF FLORIDA LIBRARIES.
PACKING LIST.

SHIPMENT: BOX:

SHP	BOX	CONTROL NUMBER	AUTHOR	TITLE	ENUM.
40	1	AAG6313	KAUNDA, KENNETH D. (KENNETH DAVID)	TAKE UP THE CHALLENGE	
		AAW0395	COUPEZ, A	ESQUISSE DE LA LANGUE HOLOHOLO	
		ACA8405	KUPER, HILDA	WITCH IN MY HEART	
		ACB4654		TEACHER'S LESSON PROGRAMME FOR GRADE ONE	
		ACC2486	AHMED, UMARU	INTRODUCTION TO CLASSICAL HAUSA AND THE MAJOR DIALECTS	
		ACM9874	LEVY, LEAH	PRELIMINARY LIST OF PUBLICATIONS REFERRING TO THE NON-BANTU CLICK.	
		ACP9456	KAUCZOR, DANIEL	BERGNUBISCHE SPRACHE (DIALEKT VON GEBEL DELEN)	
		ADD4212	JOHNSTON, HARRY HAMILTON	PIONEERS IN SOUTH AFRICA	
		ADN4991	LUCAS, JONATHAN OLUMIDE	RELIGION OF THE YORUBAS	
		ADQ4777	CALMEYN, MAURICE	AU CONGO BELGE	
		ADT8350	COLSON, ELIZABETH	MARRIAGE & THE FAMILY AMONG THE PLATEAU TONGA OF NORTHERN RHODESIA	
		ADU7823	GINIEWSKI, PAUL	BANTUSTANS	
		ADU9882	LUTHULI, ALBERT JOHN	LET MY PEOPLE GO	
		ADW4430	BROOKES, EDGAR HARRY	CITY OF GOD AND THE CITY OF MAN IN AFRICA	
		ADW8681	MARAIS, BAREND JACOBUS	TWO FACES OF AFRICA	
		ADX7602	WARD, HERBERT	VOICE FROM THE CONGO	
		ADZ0382	KAY, GEORGE	CHANGING PATTERNS OF SETTLEMENT AND LAND USE..	
		ADZ3301	GARDNER, BRIAN	MAFEKING	
		AEE9097	COPE, JACK	PENGUIN BOOK OF SOUTH AFRICAN VERSE	
		AFA5867	SCHAPERA, ISAAC	NOTES ON THE TRIBAL GROUPINGS, HISTORY, AND CUSTOMS..	
		AFA6495	MEEUSSEN, A. E	ESQUISSE DE LA LANGUE OMBO	
		AFA9356	MPOFU, I. N	WANGITHEMBISA LAMI	
		AFB2851		ZVINAMATO ZVAMAZUVA OSE	
		AFC1398	ELLIOTT, WILLIAM ALLAN	NOTES FOR A SINDEBELE DICTIONARY AND GRAMMAR	
		AFJ6922		KAMBAIRAI	
		AFK3204	COLLINS, B	TONGA GRAMMAR	
		AFQ5926	SOUTH AFRICAN INFORMATION SERVICE	PROGRESS THROUGH SEPARATE DEVELOPMENT	
		AFQ5939	VILAKAZI, ABSOLOM	ZULU TRANSFORMATIONS	
		AGM9188	CAMPBELL, ALEXANDER	HEART OF AFRICA	
		AGZ6186	STEERE, EDWARD	SWAHILI EXERCISES	

Ct:	30				
Count:	30	30			

MICROFORM TECHNICAL INFORMATION REPORT.

Type of Item: *Type of Item Name*. Filming Project: *Filming Project Name*
NOTIS No.: *NOTIS No.*
Reel No.: *Reel No.*.*Position on Reel*
Author: *Author*.
Title: *Title*.
Enumeration: *Enumeration*.

Bibliographic Record for HARDCOPY ORIGINAL:

NOTE: Remove any 583 field on the bibliographic or MFHL records for which the |a reads "will reformat".

583 :: |a reformatted |b FUG *Reel No.* |c *date (583|c)* |f *Filming Project Name*
|i microfilm

Bibliographic Record for MICROFORM COPIES:

NOTE: Both the 007 and its fixed field equivalents are given below. The 007 field is used on OCLC records. Fixed fields are used on both NOTIS and RLIN records.

3rd GENERATION 007.

(NOTIS Fixed Field) GMD h SMD *#2127* POLAR *3rd generation (pol)* DIM *3rd generation (dim)* REDUC *Reduction Ratio Code (RR)**Reduction Ratio* COLOR b EMUL *3rd generation (eml)*
GENER c BASE d

(RLIN Fixed Field: 007MIC) MMD *#2127* POL *3rd generation (pol)* DM *3rd generation (dim)* RR *Reduction Ratio Code (RR)**Reduction Ratio* COL b EML *3rd generation (eml)* GEN c BSE d

007 :: |a h |b *#2127* |d *3rd generation (pol)* |e *3rd generation (dim)* |f *Reduction Ratio Code (RR)**Reduction Ratio* |g b |h *3rd generation (eml)* |i c |j d

2nd GENERATION 007.

(NOTIS Fixed Field) GMD h SMD *#2117* POLAR b DIM *2nd generation (dim)* REDUC *Reduction Ratio Code (RR)**Reduction Ratio* COLOR b EMUL a
GENER b BASE d

(RLIN Fixed Field: 007MIC) MMD *#2117* POL b DM *2nd generation (dim)* RR *Reduction Ratio Code (RR)**Reduction Ratio* COL b EML a GEN b BSE d

007 :: |a h |b *#2117* |d b |e *2nd generation (dim)* |f *Reduction Ratio Code (RR)**Reduction Ratio* |g b |h a |i b |j d

1st GENERATION 007.

(NOTIS Fixed Field) GMD h SMD *#2107* POLAR b DIM *1st generation (dim)* REDUC *Reduction Ratio Code (rr)**Reduction Ratio* COLOR b EMUL a
GENER a BASE d

(RLIN Fixed Field: 007MIC) MMD *#2107* POL b DM *1st generation (dim)* RR *Reduction Ratio Code (rr)**Reduction Ratio* COL b EML a GEN a BSE d

007 :: |a h |b *#2107* |d b |e *1st generation (dim)* |f *Reduction Ratio Code (rr)**Reduction Ratio* |g b |h a |i a |j d

265 FIELD.

265 :: |a George A. Smathers Libraries, University of Florida, Preservation Office, Gainesville, FL 32611.

533 FIELD.

533 :: |a *#2105*. |m *Enumeration* |b Gainesville, FL : |c George A. Smathers Libraries, University of Florida, |d *year*. |e *Number* *#2106* : *#2203* ; *#2103*.

MICROFORM TECHNICAL INFORMATION REPORT.

Type of Item: *Type of Item Name*. Filming Project: *Filming Project Name*.
NOTIS No.: *NOTIS No.*
Reel No.: *Reel No.*.*Position on Reel*
Author: *Author*.
Title: *Title*.

NOTE: Remove any 583 field on the bibliographic or MFHL records for which the |a reads "will reformat".

NOTE: Both the 007 and its fixed field equivalents are given below. The 007 field is used on OCLC records. Fixed fields are used on both NOTIS and RLIN records.

MFHL Record for HARDCOPY ORIGINAL:

583 :: |a reformatted |b FUG *Reel No.* |c *date (583|c)* |f *Filming Project Name*
|i microfilm

MFHL Record for MICROFORM COPY, 1st Generation.

(NOTIS Fixed Field) GMD h SMD *#2107* POLAR b DIM *1st generation (dim)* REDUC *Reduction Ratio Code (rr)**Reduction Ratio* COLOR b EMUL a
GENER a BASE d

(RLIN Fixed Field: 007MIC) MMD *#2107* POL b DM *1st generation (dim)* RR *Reduction Ratio Code (rr)**Reduction Ratio* COL b EML a GEN a BSE d

007 :: |a h |b *#2107* |d b |e *1st generation (dim)* |f *Reduction Ratio Code (rr)**Reduction Ratio* |g b |h a |i a |j d

265 :: |a George A. Smathers Libraries, University of Florida, Preservation Office, Gainesville, FL 32611.

843 :: |a *#2105*. |b Gainesville, FL : |c George A. Smathers Libraries, University of Florida, |d *year*. |e *Number* *#2106* : *#2203* : *#2103*.

MFHL Record for MICROFORM COPY, 2nd Generation.

(NOTIS Fixed Field) GMD h SMD *#2117* POLAR b DIM *2nd generation (dim)* REDUC *Reduction Ratio Code (RR)**Reduction Ratio* COLOR b EMUL a
GENER b BASE d

(RLIN Fixed Field: 007MIC) MMD *#2117* POL b DM *2nd generation (dim)* RR *Reduction Ratio Code (RR)**Reduction Ratio* COL b EML a GEN b BSE d

007 :: |a h |b *#2117* |d b |e *2nd generation (dim)* |f *Reduction Ratio Code (RR)**Reduction Ratio* |g b |h a |i b |j d

843 :: |a *#2115*. |b Gainesville, FL : |c George A. Smathers Libraries, University of Florida, |d *year*. |e *Number* *#2116* :* #2213* : *#2113*.

MFHL Record for MICROFORM COPY, 3rd Generation.

(NOTIS Fixed Field) GMD h SMD *#2127* POLAR *3rd generation (pol)* DIM *3rd generation (dim)* REDUC *Reduction Ratio Code (RR)**Reduction Ratio* COLOR b EMUL *3rd generation (eml)*
GENER c BASE d

(RLIN Fixed Field: 007MIC) MMD *#2127* POL *3rd generation (pol)* DM *3rd generation (dim)* RR *Reduction Ratio Code (RR)**Reduction Ratio* COL b EML *3rd generation (eml)* GEN c BSE d

007 :: |a h |b *#2127* |d *3rd generation (pol)* |e* 3rd generation (dim)* |f *Reduction Ratio Code (RR)**Reduction Ratio* |g b |h *3rd generation (eml)* |i c |j d

843 :: |a *#2125*. |b Gainesville, FL : |c George A. Smathers Libraries, University of Florida, |d *year*. |e *Number* *#2126* : *#2223* : *#2123*.

```
Reel Number:                Filming Agent Code:       Duplication Agent Code:
Position on Reel:           Exposures:          ExpDate:
Film JACKETED/FICHE?        Number of Microfiche:

=========================PHYSICAL DESCRIPTION OF MICROFORM=========================
REDUCTION RATIO:            REDUCTION RATIO CODE (RR):

COLOR (COL):

DIMENSIONS                                        POLARITY
1st Generation (DIM):                             1st Generation (POL):
2nd Generation (DIM):                             2nd Generation (POL):
3rd Ge
```

COLOR (COL):
Supply the code which describes the microform.

Codes:

a	Color
b	Monochrome/black&white

```
EMULSI
1st Ge
2nd Ge
3rd Ge

FILMLO
Press
```

```
AGUAFILE.DTF                          Help Spec                          Page 2  of 3
Enter help text for the field shown highlighted.
Esc-Exit   F5-Help Mode     F6-Previous field    F8-Next field     F10-Continue

Reel Number:                Filming Agent Code:       Duplication Agent Code:
Position on Reel:           Exposures:          ExpDate:
Film JACKETED/FICHE?        Number of Microfiche:

=========================PHYSICAL DESCRIPTION OF MICROFORM=========================
REDUCTION RATIO:            REDUCTION RATIO CODE (RR):

COLOR (COL):

DIMENSIONS                                        POLARITY
1st Generation (DIM):                             1st Generation (POL):
2nd Generation (DIM):                             2nd Generation (POL):
3rd Ge
```

DIMENSIONS:
Supply the code which describes the dimensions of the microform.

Codes:

d	16mm	f	35mm	h	105mm
l	8x13cm	m	11x15cm	o	16x23cm

NOTE: 105mm film may be cut into 11x15cm fiche.

```
EMULSI
1st Ge
2nd Ge
3rd Ge

FILMLO
Press
```

```
AGUAFILE.DTF                          Help Spec                          Page 2  of 3
Enter help text for the field shown highlighted.
Esc-Exit   F5-Help Mode     F6-Previous field    F8-Next field     F10-Continue
```

Receipts/Returns report

Baker

	Volumes	Titles
Total rec'd	4099	3882
Total ret'nd	426	415
Net total	**3673**	**3467**

monograph

	Volumes	Titles
Total rec'd	4099	3882
Total ret'nd	426	415
Net total	**3673**	**3467**

reason for return:

	0
hit	375
incomplete	38
other	9
physical problem	4

Gutman

	Volumes	Titles
Total rec'd	3358	3111
Total ret'nd	215	201
Net total	**3143**	**2910**

monograph

	Volumes	Titles
Total rec'd	3358	3111
Total ret'nd	215	201
Net total	**3143**	**2910**

reason for return:

	0
hit	95
incomplete	105
other	15

Risorgimento

	Volumes	Titles
Total rec'd	4016	4016
Total ret'nd	444	444
Net total	**3572**	**3572**

monograph

	Volumes	Titles
Total rec'd	4016	4016
Total ret'nd	444	444
Net total	**3572**	**3572**

reason for return:

	0
hit	443
other	1

Widener Russian

	Volumes	Titles
Total rec'd	3890	3251
Total ret'nd	647	512
Net total	**3243**	**2739**

monograph

	Volumes	Titles
Total rec'd	3890	3251
Total ret'nd	647	512
Net total	**3243**	**2739**

reason for return:

	0
hit	398
incomplete	186
other	62
physical problem	1

Law

	Volumes	Titles
Total rec'd	307	384
Total ret'nd	2	2
Net total	**305**	**382**

monograph

	Volumes	Titles
Total rec'd	307	384
Total ret'nd	2	2
Net total	**305**	**382**

reason for return:

	0
hit	1
other	1

Hits / Misses Report

Baker

Total titles searched: 761 **Total vols searched: 809**

	Hits	Hours	Hit rate	
OCLC	121	29.5	15.9%	2.3 minutes per title searched
RLIN	29	23.0	3.8%	1.8 minutes per title searched
ALL	150	52.5	19.7%	4.1 minutes per title searched

monographs

Total titles searched: 761 Total vols searched: 809

	Hits	Hours	Hit rate	
OCLC	121	29.5	15.9%	2.3 minutes per title searched
RLIN	29	23.0	3.8%	1.8 minutes per title searched
ALL	150	52.5	19.7%	4.1 minutes per title searched

Gutman

Total titles searched: 631 **Total vols searched: 718**

	Hits	Hours	Hit rate	
OCLC	32	25.0	5.1%	2.4 minutes per title searched
RLIN	3	14.0	0.5%	1.3 minutes per title searched
ALL	35	39.0	5.5%	3.7 minutes per title searched

monographs

Total titles searched: 631 Total vols searched: 718

	Hits	Hours	Hit rate	
OCLC	32	25.0	5.1%	2.4 minutes per title searched
RLIN	3	14.0	0.5%	1.3 minutes per title searched
ALL	35	39.0	5.5%	3.7 minutes per title searched

Risorgimento

Total titles searched: 848 **Total vols searched: 848**

	Hits	Hours	Hit rate	
OCLC	140	20.0	16.5%	1.4 minutes per title searched
RLIN	5	16.0	0.6%	1.1 minutes per title searched
ALL	145	36.0	17.1%	2.5 minutes per title searched

BEST COPY AVAILABLE

Hits / Misses Report

monographs Total titles searched: 848 Total vols searched: 848

	Hits	Hours	Hit rate	
OCLC	140	20.0	16.5%	1.4 minutes per title searched
RLIN	5	16.0	0.6%	1.1 minutes per title searched
ALL	145	36.0	17.1%	2.5 minutes per title searched

Widener Russian

Total titles searched: 891 **Total vols searched: 999**

	Hits	Hours	Hit rate	
OCLC	125	44.0	14.0%	3.0 minutes per title searched
RLIN	9	27.5	1.0%	1.9 minutes per title searched
ALL	134	71.5	15.0%	4.8 minutes per title searched

monographs Total titles searched: 891 Total vols searched: 999

	Hits	Hours	Hit rate	
OCLC	125	44.0	14.0%	3.0 minutes per title searched
RLIN	9	27.5	1.0%	1.9 minutes per title searched
ALL	134	71.5	15.0%	4.8 minutes per title searched

	Bak. Vols.	Ris. Vols.	Law Vols.	Gut. Vols.	Wid. Vols.	10K ctns.	10K "Vols."	Total Vols.
6/5/93	59	120	0	31	39	7	56	305
6/12/93	24	0	0	23	27	0	0	74
6/19/93	68	0	0	32	65	7	56	221
6/26/93	23	120	0	68	77	0	0	288
7/3/93	68	0	0	41	96	0	0	205
7/10/93	0	0	0	29	52	7	56	137
7/17/93	93	110	0	52	51	7	56	362
7/24/93	42	90	0	59	88	0	0	279
7/31/93	62	0	0	80	50	9	72	264
8/7/93	48	90	0	29	58	9	72	297
8/14/93	48	0	0	76	81	9	72	277
8/21/93	46	100	0	18	37	9	72	273
8/28/93	52	0	0	0	73	9	72	197
9/4/93	84	120	0	49	66	9	72	391
9/11/93	0	0	0	52	13	9	72	137
9/18/93	0	100	0	27	21	9	72	220
9/25/93	12	0	0	89	44	0	0	145
10/2/93	40	120	0	93	48	0	0	301
10/9/93	65	0	0	123	69	0	0	257
10/16/93						7	56	56
Totals to date	3,013	3,100	392	3,202	2,860	187	1,496	14,063
fy1 total	2,353	2,370	392	2,385	2,013	94	752	10,265
fy2 total	660	730	0	817	847	93	744	3,798
fy3 total								
amt. to do:	7,484	8,588	382	5,528	7,852	270	2,160	31,994
left to do:	4,471	5,488	-10	2,326	4,992	83	664	17,931
% left to do:	60%	64%	-3%	42%	64%	31%	31%	56%
Weeks in project*	weeks elapsed			weeks left				
152	67			85				
amt. to do per wk.	54	50	0	57	61	7		222
yr. 1 avg.	45	46	8	46	39	2		197
yr. 2 avg.	44	49	0	54	56	6		237
yr. 3 avg.								
all avg.								

*weeks in project =(52 weeks x 3 years) - 4 weeks for May 1995 = 152

avg. mid/9/92-now	49	49		54	51	3

week of 10/4/93-10/8/93

Master Negatives Log

Total titles 11742 **Total volumes 12855**

22420		BUS	20001	20005	5	5	9/8/92	10/19/92
22421		BUS	20006	20009	4	4	9/8/92	10/19/92
22422		BUS	20010	20014	5	5	9/8/92	10/19/92
22423		BUS	20015	20017	3	4	9/8/92	10/19/92
22424		BUS	20018	20021	4	4	9/8/92	11/5/92
22425		BUS	20022	20025	4	4	9/8/92	11/5/92
C2323	W4206(1)	RIS	20001	20010	10	10	8/7/92	3/2/93
C2323	W4206(2)	RIS	20011	20020	10	10	8/7/92	3/2/93
C2323	W4206(3)	RIS	20021	20030	10	10	8/7/92	3/2/93
C2323	W4206(4)	RIS	20031	20040	10	10	8/7/92	3/2/93
C2323	W4206(5)	RIS	20041	20050	10	10	8/7/92	3/2/93
22429		BUS	20026	20031	6	6	9/8/92	11/5/92
22430		BUS	20032	20036	5	5	9/11/92	11/12/92
C2323	W4206(6)	RIS	20051	20060	10	10	8/7/92	3/2/93
C2323	W4206(7)	RIS	20061	20070	10	10	8/7/92	3/2/93
22433		BUS	20037	20040	4	4	9/11/92	11/12/92
22434		BUS	20041	20046	6	6	9/11/92	11/12/92
C2323	W4206(8)	RIS	20071	20080	10	10	8/7/92	3/2/93
C2323	W4206(9)	RIS	20081	20090	10	10	8/7/92	3/2/93
C2323	W4206(10)	RIS	20091	20100	10	10	8/7/92	3/2/93
C2323	W4206(11)	RIS	20101	20110	10	10	8/7/92	3/2/93
C2323	W4206(12)	RIS	20111	20120	10	10	8/7/92	3/2/93
22440		BUS	20047	20052	6	6	9/11/92	11/12/92
C2323	W4206(13)	RIS	20121	20130	10	10	8/24/92	3/2/93
C2323	W4206(14)	RIS	20131	20140	10	10	8/24/92	3/2/93
C2323	W4206(15)	RIS	20141	20150	10	10	8/24/92	3/2/93
22448		BUS	20053	20057	5	5	9/11/92	11/12/92
22449		BUS	20058	20061	4	4	9/11/92	11/12/92
22450		BUS	20062	20064	3	3	9/11/92	11/12/92
22451		BUS	20065	20069	5	5	9/11/92	11/12/92
22452		BUS	20070	20074	5	5	9/11/92	11/12/92
22455		BUS	20075	20084	10	10	9/11/92	12/21/92
C2323	W4206(16)	RIS	20151	20160	10	10	8/24/92	3/2/93
C2323	W4206(17)	RIS	20161	20170	10	10	8/24/92	3/2/93
C2323	W4206(18)	RIS	20171	20180	10	10	8/24/92	3/2/93
C2323	W4206(19)	RIS	20181	20190	10	10	8/24/92	3/2/93
22457		BUS	20085	20094	10	10	9/11/92	12/21/92
22458		BUS	20095	20104	10	10	9/11/92	12/21/92
C2323	W4206(20)	RIS	20191	20200	10	10	8/24/92	3/2/93
C2323	W4206(21)	RIS	20201	20210	10	10	8/24/92	3/2/93

HARVARD UNIVERSITY LIBRARY
MICROREPRODUCTION SERVICE

113

MASTER NEG. #
24026

MICROFILMED 1993

HARVARD RUSSIAN AND SOVIET HUMANITIES
PRESERVATION MICROFILM PROJECT

FUNDED IN PART BY
THE NATIONAL ENDOWMENT FOR THE HUMANITIES

REPRODUCTION MAY NOT BE MADE WITHOUT PERMISSION

REDUCTION: 12X
FILM SIZE: 35 MM

IMAGE PLACEMENT: 2A
FILM TYPE: SILVER HALIDE

CONTENTS OF REEL

MASTER NEG.# 24026

SERIES NO.		
02350.	MIGULIN, P. P.	EKONOMICHESKII ROST RUSSKAGO GOSUDARSTVA ZA 300 LIET, 1613-1912. MOSKVA, 1913. 223 P.
02351.	LOKOT', T. V.	BIUDZHETNAIA I PODATNAIA POLITIKA ROSSII. MOSKVA, 1908. 240 P.
02352.	MAISKII, IU.	O SEKTANTAKH. MOSKVA, 1939. 47 P.
02353.		POKHISHCHENIE GENERALA A. P. KUTEPOVA BOL'SHEVIKAMI. PARIZH, 1930.
02354.		FINANSOVYE SPORY. LONDON, 1864. 72 P.
02355.	PREDTECHENSKII, A. V.	VOLNENIIA RABOCHIKH V KREPOSTNUIU EPOKHU. MOSKVA, 1934. 114 P.
02356.	TERNER, FEDOR GUSTAVOVICH	VOSPOMINANIIA ZHIZNI F. G. TERNERA. S.-PETERBURG, 1910. V.1-2
02357.	FINN-ENOTAEVSKII, ALEKSANDR IUL'EVICH	SOVREMENNOE KHOZIAISTVO ROSSII. S.-PETERBURG, 1911. 527 P.

115

AUTHOR: MIGULIN, P. P.

TITLE: EKONOMICHESKII ROST RUSSKAGO

PLACE: MOSKVA

DATE: 1913

116

----------HU HOLLIS# AQL4162 /bks
AUTHOR: Migulin, P. P. (Petr Petrovich), b. 1870.
TITLE: Ekonomicheskii rost russkago gosudarstva za 300 liet, 1613-1912 / P.P. Migulin.
PUB. INFO: Moskva : I.D. Sytin, 1913.
DESCRIPTION: 223 p. : ill. ; 24 cm.

SUBJECTS: *S1 Russia--Economic conditions.
AUTHORS: *A1 Migulin, P. P. (Petr Petrovich), b. 1870.
OTHER TITLES: Ekonomicheskii rost russkogo gosudarstva za trista let, 1613-1912.
Harvard Russian and Soviet humanities preservation microfilm project ; 02350.
LOCATION: Master Microforms: Film Mas 24026
Microfilm. Cambridge, Mass. : Harvard University Library Microreproduction Service, 1993. 1 microfilm reel : negative ; 35 mm.
Widener: Slav 3089.13.15
C1 - Enter DISPLAY C1 for circulation information
Widener Microforms: Film W 13675

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BEST COPY AVAILABLE

Target packet: OCLC bib record;
Eye-legible target created on
PC with WordPerfect and H-P
printer with scalable fonts

Michigan State University

OCLC: 27950673
100 1 La Martini`ere, Maximilien Antoine Cyprien Henri Poisson de, #d 1859-1922.
245 10 Documents pour servir `a l'´etude du Nord Ouest africain #h microform : #b r´eunis et r´edig´es par ordre de M. Jules Cambon / #c par H.-M.-P. de la Martini`ere [et] N. Lacroix.
260 [Alger] #b Gouvernement g´en´eral de l'Alg´erie, Service des affaires indig`enes, #c 1894-97.
300 4 v. in 5 : #b ill., maps ; #c 28 cm + atlas.
505 0 t. 1. R´egions limitrophes de la fronti`ere alg´erienne. Le Rif. Les Djebala.--t. 2. Le sud-ouest alg´erien et les r´egions limitrophes. Figuig. L'oued Guir. L'oued Saoura.--t. 3. Les oasis de l'extr^eme-sud alg´erien [544 p.].--t. 4. Les oasis de l'extr^eme-sud alg´erien [591 p.].- -[t. 5.] t. 4. Les oasis de l'extr^eme-sud alg´erien [11 leaves of plates].
533 Microfilm. #b East Lansing, Mich. : #c Michigan State University Libraries, #d 1993. #e 1 microfilm reel : negative : 35 mm. #f (Film 23000 ; r. 213 and 214, no. 1).
590 Vols. 1-3 are on reel 213, vols. 4 and 5 are on 214.
651 0 Algeria.
651 0 Morocco.
651 0 Africa, Northwest.
650 0 Indigenous peoples #z Africa, Northwest.
700 10 Lacroix, Napol´eon, #d 1853-

FILM 23000

REEL 213

120

140

141

LA MARTINIÈRE,

DOCUMENTS...

4 VOL. IN 5

[ALGER], 1894-97

FILM 23000; R. 213-214, NO.1

121

142

143

LA MARTINIÈRE,

DOCUMENTS...
VOL. 1

[ALGER], 1894-97

122

144

145

FILM 23000; R. 213, 214, N.1

LA MARTINIÈRE,

DOCUMENTS...
VOL. 2

123

[ALGER], 1894-97

FILM 23000; R. 213, 214, N.1

146

147

LA MARTINIÈRE,

DOCUMENTS...
VOL. 3

[ALGER], 1894-97

124

148

149

FILM 23000; R. 213, 214, N.1

CONTINUED ON NEXT REEL

125

151

150

FILM 23000

REEL 214

126

152

153

LA MARTINIÈRE,

DOCUMENTS...

4 VOL. IN 5

[ALGER], 1894-97

FILM 23000; R. 213-214, NO.1

127

LA MARTINIÈRE,

DOCUMENTS...
VOL. 4

128

[ALGER], 1894-97

157

156

FILM 23000; R. 213, 214, N.1

LA MARTINIÈRE,

DOCUMENTS... VOL. 5

[ALGER], 1894-97

FILM 23000; R. 213, 214, N.1

129

153

159

. . . RECORD QUEUED FOR MICROFILMING AS DISPLAYED IN NLM'S ONLINE PUBLIC FILE

Sim:on y Pimulier, Felipe
Apuntes de practicantes, primer curso; anatom:ia, fisiolog:ia, vendajes; lecciones te:oricas y temas pr:acticos; fracturas, medicaci:on t:opica y terap:eutica f:isica. -- 4. ed. -- n. p., 1942?
281, 62 p. ill.

Queued for microfilming. 19911115

1. Anatomy 2. Physiology I. Title

KW: 1. Bandages & bandaging

02NLM: QS 4 S596a 1942
Cit. No. 06311290R

The Preservation Section's dBASE III+ Microfilm Tracking System
Initial Menu Selection Screen

1. MONOGRAPHs
2. SERIALs
3. Return to dBASE DOT Prompt.
4. Quit (Exit Out of Microfilm Tracking System).

Enter choice (1, 2 ,3, or 4)

The Preservation Section's dBASE III+ Microfilm Tracking System
SERIALs Menu Selection Screen

1. Microfilm Inspection of SERIALs.
2. Microfilm Inspection Reports for SERIALs.
3. NUS for SERIALs.
4. NUS Reports for SERIALs.
5. LABELs for SERIALs.
6. MONOGRAPHs Menu.
7. Return to Main Menu.
8. Quit (Exit Out of Microfilm Tracking System).

Enter choice (1, 2 ,3, 4, 5, 6, 7, or 8)

The Preservation Section's dBASE III+ Microfilm Tracking System
National Underground Storage Data Edit Screen

NUS Number

SNO
Year
Vol
Issue
Other

Notes

To MOVE to the NOTES field, press ↓
To UPDATE record, press CTRL-END (Hold down the CTRL key and the END key)
THEN Select Option: Q to Return to Search Screen
P to Go to Previous Record
N to Go to Next Record

The Preservation Section's dBASE III+ Microfilm Tracking System
National Underground Storage SERIAL Report Selection Screen

1. Data in NOTES Field Report (in NUS Number Order) Generation.
2. SELECTED Data in NOTES Field (in NUS Number Order) Generation.
3. Same SNO Report Generation.
4. No NUS Number Report (in SNO Order) Generation.
5. Missing NUS Number Report Generation.
6. Serials Shipping List Generation.
7. Serials Menu (Exit from Serials Reports to Previous Menu).
8. Quit (Exit Out of Microfilm Tracking System).

Enter choice (1, 2 ,3, 4, 5, 6, 7, or 8)

BEST COPY AVAILABLE

Program:	**RefoMadness**
Status	Beta
Platform:	DOS
Requirements:	DOS machine with a least 550 K of free RAM (386 or higher strongly recommended); HP LaserJet II or better with adequate memory for required fonts; DOS 3.3 or higher Hard disk.
Networking:	Standalone micros. A LAN version may be written in the future, but at this point Stanford's reformatting group does not use a LAN.

Function:

Developed in-house, RefoMadness provides a rich set of features in support of preservation microfilming projects, especially RLG projects:

- recording and tracking information about items filmed
- documenting technical information about each reel (e.g. type of film, filming agent, reproduction ratio, etc.)
- recording information about each shipment to a filming agent
- recording information about each project
- producing packing lists for shipments. Support is in place for manual reel-programming performed either by the library or by the filming agent.
- producing all necessary informational targets, including eye-legible targets. Formatting is automatic and targets are produced very quickly, with no need for human previewing or editing. Both landscape and portrait printing is possible (title-by-title).
- producing worksheets for searching, recording curatorial decisions etc. Eventually, we plan to produce these automatically, by reading data from Notis records.

Design goals:

Minimal data entry/ Maximal data integrity	The user never has to type anything twice, nor does she have to type anything that the system already knows about. That is, except for those items that can't be planned for in advance (e.g. .author and title), most data is entered from multiple-choice lists, buttons, etc. Project-specific and Shipment-specific information provide default values for many fields and data entry constraints provide considerable protection against errors finding their way into the database.
Maximum throughput	RefoMadness eliminates redundant operations, and offers a range of automatic operations to make it possible to process a large number of items with minimal effort. For example, analytic records for a large serial set can be generated in batch.

Ease of use	Ease of use is favoured over ease of learning, although in practice the learning curve is fairly shallow. RefoMadness uses Query-By-Example for all searching. There is a very detailed context-sensitive help facility covering providing information about every menu choice, and every data field.
Ease of maintenance	RefoMadness is written in Force, a dialect of Xbase, in a modular, structured style.
Portability.	Although the program was written for in-house use and we have no immediate plans to distribute it more widely, anticipating that there might be some interest in the program outside our institution, we've tried to make it reasonably easy to move it to another site (not, however, to other platforms). The program makes relatively few assumptions about institutional "styles" of microfilm preparation and all institution-specific information is constrained to user-modifiable configuration files. However, the program is strongly oriented to RLG-style projects and use for other projects would probably require either modification to the source code or the creation of auxiliary programs
Pleasant user interface	RefoMadness is intended as a workhorse application, which staff and students will necessarily spend a lot of time with, so a great deal of attention has been paid to user interface issues.

Future enhancements

- Automatic reel-programming.
- Enhanced report functions (report generation language)

Stanford University Libraries Preservation Reformatting Work Sheet

Lo/Jo000042 Edition Call Number	Catalog ID: Main Entry: **Boyd, Lucy** Cancel_____ MF No. Shipment **Lo/Jo000002** Reel
Project Code **DummyProj** Shelf Loc	Title **Monocotylous seedlings**
Date: **1932** Place: **Edinburgh** Pagination: # Folds:	
Search Results: OSL MC SR MP OCLC SIM NRMM NOTIS RLIN SOCRATES Other Sources Checked	
We Lack: Borrowed From: Queue Date	
Bibliographer's Initials: Searchers's Initials	
Treatment Options: Photocopy_____ Phase Box_____ Make Film_____ Fiche_____ Return to Shelf____ Buy Film_____ Fiche_____ Check Other Sources	
Notes	

Stanford University Libraries
Preservation Microfilming

Sent _____

Packing List / Index

Group Number Lo/Jo000004

Item	Reel	RedRatio	Exp
Pålmer, Arnöld Whence Golf bcde123 Tom. 1			
Pålmer, Arnöld Whence Golf bcde123 Tom. 2			
Pålmer, Arnöld Whence Golf bcde123 Tom. 3			
Norman, Greg Golf is a Martial Art			
Holmes, Sherlock Analysis of Paper			
Harsin, Ella Overcoming Holiday Depression by Singing			
Henry, Maricella Advanced Gardening Vol. 1 No. 1			
Henry, Maricella Advanced Gardening Vol. 1 No. 2			
Henry, Maricella Advanced Gardening Vol. 1 No. 3			
Henry, Maricella Advanced Gardening Vol. 2 No. 1			
Henry, Maricella Advanced Gardening Vol. 2 No. 2			
Henry, Maricella Advanced Gardening Vol. 2 No. 3			
Henry, Maricella Advanced Gardening Vol. 2 No. 4			
Henry, Maricella Advanced Gardening Vol. 3			
Aguilar, Abdel *Great Tee Shirts of the World			
*Golf Digest xyz2435 Vol. 123, No. 1			
*Golf Digest xyz2435 Vol. 123, No. 2			

* Indicates that the title will be cancelled after filming

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Item	Reel	RedRatio	Exp
*Golf Digest xyz2435 Vol. 123, No. 3			
*Golf Digest xyz2435 Vol. 123, No. 4			
*Golf Digest xyz2435 Vol. 123, No. 5			
*Golf Digest xyz2435 Vol. 123, No. 6			
*Golf Digest xyz2435 Vol. 123, No. 7			
*Golf Digest xyz2435 Vol. 123, No. 8			
*Golf Digest xyz2435 Vol. 123, No. 9			
*Golf Digest xyz2435 Vol. 123, No. 10			
*Golf Digest xyz2435 Vol. 123, No. 11			
*Golf Digest xyz2435 Vol. 123, No. 12			
*Golf Digest xyz2435 Vol. 123, No. 13			
*Golf Digest xyz2435 Vol. 123, No. 14			
*Golf Digest xyz2435 Vol. 123, No. 15			
*Golf Digest xyz2435 Vol. 123, No. 16			
*Golf Digest xyz2435 Vol. 123, No. 17			
*Golf Digest xyz2435 Vol. 123, No. 18			
*Golf Digest xyz2435 Vol. 123, No. 19			
*Golf Digest xyz2435 Vol. 123, No. 20			

* Indicates that the title will be cancelled after filming

Item	Reel	RedRatio	Exp
*Golf Digest xyz2435 Vol. 123, No. 21			
*Golf Digest xyz2435 Vol. 123, No. 22			
*Golf Digest xyz2435 Vol. 123, No. 23			
California Railway Schedules			
*Materials Science			
*PC Magazine			
Crichton, Michael Jurassic Park			
La Belle, Christine The Possibility of an Early Fall			

End of Group
12 Titles in Group
43 Volumes in Group
***

	Titles	Volumes	Cancelled	Retained
Monographs	8	17	16	1
Serials	4	26	1	25
Total	12	43	17	26

Stanford University Libraries
Green Library
Stanford, CA 94104
Voice: 415-723-3970
Fax: 415-555-1234

* Indicates that the title will be cancelled after filming

University of Wisconsin-Madison
Memorial Library
Preservation Microfilm Laboratory

TITLE GUIDE

Title: Hamárí Zabán

Notes: Original Mutilated
Missing Issue(s)
Pagination Incorrect

Year	Date	Comments
1980	January 1	Pagination Incorrect
1980	January 8, 15	
1980	January 22	Original Mutilated
1980	February 1, 8	
1980	February 15	Original Mutilated
1980	February 22	
1980	March 1	
1980	March 8	Pagination Incorrect
1980	March 15, 22	
1980	April 1, 8, 15, 22	
1980	May 1, 8, 15, 23	
1980	June 1	
1980	June 8	Missing Issue(s)
1980	June 15, 22	
1980	July 1, 8, 15, 22	
1980	August 1, 8, 15	
1980	August 22-September 1	
1980	September 8	
1980	September 15	Original Mutilated
1980	September 22	
1980	October 1, 8, 15, 22	
1980	November 1, 8, 15, 22	
1980	December 1, 8, 15, 22	

Collection Preservation Microfilming Laboratory
General Library System
Reel Programing - Master Negative Film # 3020
- Printing Negative Film # 3020P
- Positive Film # 7827

Inventory #		Position on film	Width	Page Count	Red.	Total Exp.	Footage	Total Footage
24134201	v.2	1	6.50	50	12	55	3.25	3.25
24134201	v.3	2	6.50	50	12	30	1.77	5.02
24134201	v.4	3	6.50	84	12	47	2.77	7.79
24134201	v.5	4	6.50	84	12	47	2.77	10.57
24134201	v.6	5	6.50	84	12	47	2.77	13.34
24134201	v.7	6	6.50	84	12	47	2.77	16.11
24134201	v.8	7	6.50	82	12	46	2.72	18.83
24134201	v.10	8	6.50	78	12	44	2.60	21.43
24114391	v.1	9	6.50	84	12	72	4.25	25.68
24203912		10	6.25	610	12	335	19.19	44.87
24119617		11	7.25	80	12	70	4.50	49.37
24203875		12	7.00	48	12	54	3.38	52.74
24114314	v.4	13	6.25	84	12	72	4.13	56.87
24114314	v.6	14	6.25	84	12	47	2.69	59.56
24184347	v.1	15	6.25	84	12	72	4.13	63.68
24184347	v.2	16	6.25	84	12	47	2.69	66.38
24184347	v.3	17	6.25	76	12	43	2.46	68.84
24203067	v.14	18	6.50	84	12	72	4.25	73.09
						1247		

Notes: Bindings: rusty staples and glue. Volumes may be disboun
Be as careful of text in gutter areas as possible.

There is "foxing" throughout volumes.

There are eight titles. Each title has a separate inventory number.

"Master Negative Number" target to be used in eye legible sequences: "Reel Number" target not to be used.

The covers will be filmed.

Flagging has been inserted for extra instructions, but it is not to be showing while filming.

CIC PROJECT SEARCH SHEET

Bibliographic Search Report	Curatorial Review
1. Public card catalog (record other editions, duplicates, etc.)	1. Film & discard _____ 2. Film & retain _____ 3. Do not film; discard_____
2. OCLC: - exact edition found_____ - microform copy found_____ - current reprint found _____	4. Do not film; retain_____
3. RLIN: - exact ed. found queued_____ - microform copy found_____ - current reprint found_____	COMMENTS:
4. NRMM: (Record year, vol., & page for items found, as well as all bibl. info.)	

Staple copy of
shelf list card here

cicsch2 rev 5/91

Collection Preservation Department
Memorial Library
University of Wisconsin--Madison

check=found
zero=not found
blank-not
searched

TITLE	MN no	Pos no	from B124	Inclusive Issues	Missing Issues	Reels	Filming Started	Exposures	Assembled	Print Neg	Postive	to BAS	Charge	Billed	Comments
Reading informer			04/09/92	Vol 1, no.2 - Vol.16, no.1	Yes	1	07/15/93	497	10/08/93	0	0	10/13/93	Micro	10/21/93	
Reuster (COSAWR)			04/09/92	1984 - 1990	No. 49	1	08/06/92	597	08/15/92	0	0	09/14/92	Micro	10/15/92	
Grands lacs, Namur	2305		08/05/92	(Vol.)51: 5-6; (Vol.)66: 7	None	3	09/16/92	137	10/05/92	0	0	10/09/92	Micro	06/08/93	
Mirror of Opinion			07/31/92	Jan. 1874 - Dec. 1877	Oct.-Dec. 1874	17	10/09/92	16215	12/15/92	0	0	01/11/93	Micro	06/08/93	
Banka (with Ugmad)	2971		08/06/92	1985 - 1989	Many	½	10/27/93	127	11/22/93	0	0	11/29/93	Micro	12/03/93	
Ugmad (with Banka)	2971		08/06/92	March 1989	None	½	10/27/93	see Banka	11/22/93	0	0	11/29/93	Micro	12/03/93	
DG newsletter			08/06/92	?	?	?	11/13/92	349	12/15/92	0	0	12/28/92	Micro	06/08/93	
Fag rag	574	6168	08/06/92	1983 - 1987	None	1	12/01/93	108							
Ghana news			08/06/92	Vol.16, no.1-12 (1987-88)	None	1	12/04/92	94	12/15/92	0	0	12/29/92	Micro	06/08/93	
Hamárt zabán			08/06/92	1978 - 1980	Yes	2	12/04/92	1656							
Member sosialis (English)			08/06/92	Nov. 1972 - Sept. 1973	Yes	1	12/01/93	63							
Member sosialis (Malay)			08/06/92	Apr. - Oct. 1987	Yes	1	10/20/93	80	11/23/93	0	0	11/29/93	Micro	12/03/93	
Le Monde diplomatique	1853		08/06/92	1991	None	1	11/13/92	283	12/15/92	0	0	12/29/92	Micro	06/08/93	
Socialist action			08/06/92	1984 - 1986 (No. 39-155)	None	3	09/23/92	1005	10/15/92	0	0	10/15/92	Micro	06/08/93	No. 156-159 wasting in B124
Tribune (London)	2094		08/06/92	1990 - 1991	None	2	09/30/92	757	10/15/92	0	0	11/13/92	Micro	06/08/93	
Unsere kleine Zeitung (UkZ)	1365		08/06/92	1988 - 1991	None	1	07/08/93	732	10/08/93	0	0	10/13/93	Micro	10/21/93	
UZ			08/06/92	Jan. - July 1991	None	1	11/18/92	149	12/15/92	0	0	01/11/93	Micro	06/08/93	
Wanita Indonesia			08/06/92	1991	None	2	11/19/92	990	02/15/93	0	0	03/05/93	Micro	06/08/93	No. 125-126 wasting in B124
Lesbian news	1606		09/11/92	Vol. 16 - 17	None	2	10/20/93	1229	11/23/93	0	0	11/29/93	Micro	12/03/93	
Bandersnatch			10/09/92	No 12 - 73 (Oct.1975-91)	?	1	03/06/93	523	06/02/93	0	0	06/02/93	Micro	06/15/93	First filming
Coalition close up			10/09/92	1979 - 1988	Vol. 1, no. 1	1	12/01/93	178							First and last filming
Digo	3514		10/09/92	No. 1 - 18	No. 9	1	07/22/93	289	10/08/93	11/05/93	11/05/93	11/15/93	Micro	12/03/93	
Disarmament campaign	1638		10/09/92	Apr. 1986-Jan./Feb. 1991	None	1	11/16/92	442	06/02/93	0	0	06/02/93	Micro	06/15/93	
Eulenspiegel			10/09/92	1986 - 1992	None										On hold for special handling
Freie Welt			10/09/92	1986 - 1991	3 missing										Last filming (hold spec hand.)
Gimba			10/09/92	Vol.1, no.1 - Vol.2, no.2	None	1									First and last filming
Guth an phobail / RFBOI			10/09/92	Vol.5, no.2 - Vol.7, no.1	??	1									
Health and liberation			10/09/92	No. 1 - 12	None	1	10/27/93	168	11/22/93	0	0	11/29/93	Micro	12/03/93	First and last filming
Human intel. (internat'l) newsl.			10/09/92	(no. 1) Vol. 10/2	None	1									
Issue brief/Transafrica forum			10/09/92	Vol.4, no.4 - Vol.7, no.2	6/1, 6/4?, 7/1	1									First and last filming
Politisk Revy	1368		10/09/92	No. 494 - 506	Yes	1	03/08/93	393	06/22/93	0	0	06/23/93	Micro	10/21/93	Last filming
Socialist current	310	4153	10/09/92	No. (164) - 187	No. 167-186	1	07/15/93	60	10/08/93	0	0	10/13/93	Micro	10/21/93	Last filming
Troops out	2104		10/09/92	Oct.1986 - Aug/Sept 1990	Aug/Sept '87	1	11/21/92	507	05/28/93	0	0	06/02/93	Micro	06/08/93	
Buletin / Bulletin (Indonesia)			12/01/92	No. 49 - 316	Yes	4									
Dokumentation	1568		12/01/92	1991: 1 - 52a + index	None	3	10/28/93	2244	11/23/93	0	0	11/29/93	Micro	12/03/93	
Hinduism today	3030		12/01/92	Vol. 13 (1991)	None	1									On hold for more
Extrablatt			12/29/92	1990: Jan. - Mar.	None	1									First and last filming
Leadership news			12/29/92	No. 58 - 92 (1990 - 91)											On hold to find previous film
LO-bladet	1691		12/29/92												
Morgon			12/29/92	1990: No. 1, 2, 4	1990: No. 3										First and last filming
Republikaner			12/29/92	Jahrg. 7: No. 2 - 10											First and last filming
Conservative newsline			12/30/92	Apr.1985 + 1989 - 91											First filming
Information u. Dokumentation			12/30/92	3/1983 - 2/1987	2/1984										
Women's Committee Newsletter			01/05/93												First and last filming
CCOSA newsline			01/05/93												

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

CONDITION SURVEYS AND NEEDS ASSESSMENT

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

Copyrighted material:
CALIPR: An Automated Tool to Assess Preservation Needs of Book and Documents Collections for Institutional or Statewide Planning

INTRODUCTION

Calipr is an automated preservation needs assessment tool developed to enable the California State Library to conduct a statewide preservation needs assessment survey, the results to be used in the preparation of a California Preservation Plan. Calipr originally was developed and tested in manual form in 1989 by the Conservation Department of The Library at the University of California, Berkeley. In 1990-91, it was reviewed, tested, and improved by many professionals in the field of library preservation, notable among them a group of preservation librarians working together as a preservation task force within the Research Libraries Group. Calipr was automated by the Systems Office of The Library at UC Berkeley in 1991; another version of this tool was automated by the Research Libraries Group for its members, also in 1991.

THE DOCUMENTATION

This manual (including four 5 1/4" diskettes) leads the surveyor through the design and use of Calipr and its application to a sample of materials drawn from a collection about which estimates of preservation needs are desired. Calipr has been designed to allow institutions without preservation expertise on their staffs to determine the preservation needs of their collections and to contribute their data for aggregation with data from other institutions. Data from Calipr can be used to prepare institutional and statewide preservation plans.

The Appendix, "Sample of Statewide Preservation Planning Using Calipr: the *California Preservation Needs Assessment Survey Report*," provides an example of an application of Calipr to a group of institutions, in this case

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major resource collections in California. Using the *Report* as a case history, the reader is shown how the survey data was used to support statewide preservation planning. Statistical information was developed on the preservation needs of collections, on education and training needs of institutions responsible for the custody of the materials, and on setting priorities for taking preservation action.

A TOOL FOR PRESERVATION PLANNING

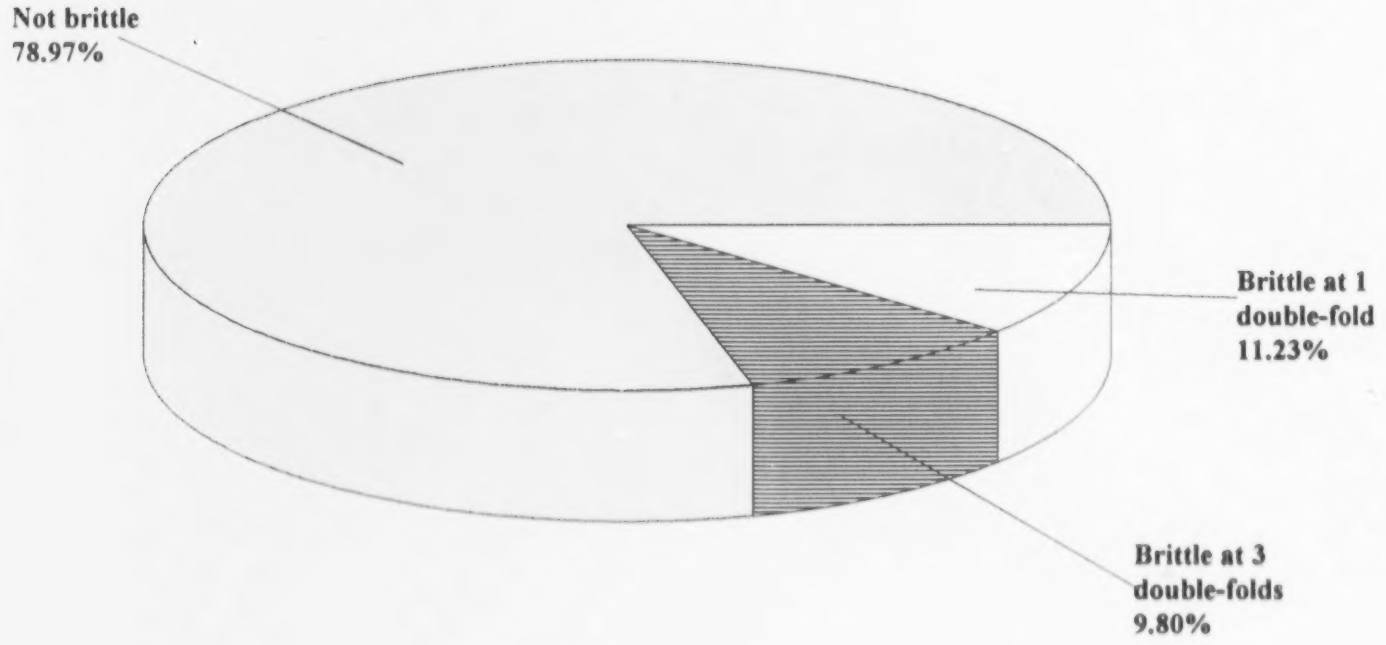
Calipr is a powerful tool for collecting and manipulating data concerning the preservation needs of collections, but is not a simple formula for building a preservation program. Understanding collection needs is the starting place for development of a preservation program; Calipr generates several management reports to provide important insights to the needs of collections as a whole and to those parts of collections of greatest value and at greatest risk of damage and loss. However, Calipr is not designed to evaluate the success of existing efforts to address preservation problems; it assesses, in general terms, what needs to be done in addition to preservation programming already in place.

Following an assessment of collection needs, the preservation planner must evaluate the feasibility of meeting those needs, including development of resources and procurement of technical and management capability. Existing preservation programming may need to be evaluated: are increases needed or are revisions needed as well? The results of a feasibility study, coupled with the needs assessment survey, should yield a preservation program strategy, that is, a realistic management approach to developing a preservation program tailored to the needs of the institution and responsive to opportunities and limitations of resources.

UNIVERSITY OF CONNECTICUT LIBRARIES PRESERVATION DEPARTMENT

Condition Survey
Dewey Decimal Collection, Homer Babbidge Library
000 to 500 Classification Complete

Number of Volumes In Surveyed Collection: 67,671



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December 1993

UNIVERSITY OF FLORIDA.
George A. Smathers Libraries.
Preservation Department.
Automation Project.

Unit: Reprographics.
Title: MICROFILM COLLECTIONS SURVEY.
Application: Q&A, v.4
Current Access: MS-DOS personal computer.
Future Access: MS-DOS personal computer, with additional read only access via Preservation LAN/Ethernet (target: June 94).

Date of Latest Revision: 1993.07.01
Status: Under revision; will be reprogrammed as FoxPro application and relational database that will allow it to interface and receive information from other Preservation Department databases and the Libraries' OPAC.

Narrative: This application is a "front-end" designed for survey of public access microform collections and is based on ANSI MS45. Reports associated with the database manipulate information and export to the RLG Preservation Needs Assessment Tool.
Survey form used with the database requires simple check-off. The surveyor's portion of the database program is small enough to run on a palm-computer for direct in-put. The full program runs on a lap-top computer which can be taken to the public access units. A version of the full program will be accessible from any public or non-public terminal via the Preservation LAN for use by public service personnel.
"Microform Identification" information can be down-loaded from the Libraries' OPAC. "Commercial Availability" information will eventually interface with national bibliographic untilities and CD-ROM publisher's catalogs.
Some information such as "Current Date" are automatically supplied or suggested by programming and updated automatically every time the programming is accessed. Programming also attempts to anticipate response based upon standard information or previous response for similar materials.
Help screens appear on screen upon entering each field. Data entry is self-validating, and incorrect or inappropriate entry is not allowed. Fields which contain information that is or may be recorded as USMARC bibliographic or holdings record information allow or translate to coded data entry. Programming allows generation or USMARC 007, 533, and 583 information which may be uploaded to the libraries' OPAC (currently a manual interface with automated/robot interface to follow in future programming).
The RLG Preservation Needs Assessment Equivalents section is fully automatic, converting previous data entry into the appropriate equivalent. An export sequence, i.e., macro, formats information for import into the RLG tool.

UNIVERSITY OF FLORIDA.
George A. Smathers Libraries.

MICROFILM COLLECTIONS SURVEY

MICROFORM IDENTIFICATION

Current Date:
Collection Location:
Title:
Call Number:
Enumeration ... Number of
Copies Owned in ANY Format: (microfilm, microfiche, printed, etc.)
Item Barcode Number:
NOTIS:

"DEMOGRAPHICS"

Item microfilmed/owned by UF?
Item was missing at time of survey:
Item circulated in the past 5 years:
Climate conditions? Temperature: degrees F. RH:

TO CONTINUE TO OTHER SCREENS ENTER YOUR SELECTION HERE and press ENTER

MICROFILM COLLECTIONS SURVEY

DESCRIPTION OF MICROFORM, STORAGE AND USE

Film Container: Acid Free?
Retainer: Acid Free?
Format: Roll Size: Reel Type:
Polarity:
Emulsion:
Film Base:
Breaks in Film: Images Missing?
Type of Splice: Number of Slices:

INSPECTION DATA & TYPE OF DETERIORATION

Adhesion of Layers/Tackiness: Odor:
Brittle: Redox Blemishes:
Chemical Stain: Scratches:
Efflorescence: Separation of Emulsion:
Fingerprints: Silvering:
Mold: Swelling/Curl:

MICROFILM COLLECTIONS SURVEY

COMMERCIAL AVAILABILITY OF DAMAGED MICROFORMS

Title:
Call Number:
Item Barcode Number: NOTIS:
Search Date:
Did search produce information?
Micropublisher's Name:
Source in which title was found:
Page Number: Database Record Number:
List Price:

WARNING!
Deterioration of use copy may be indicative of deteriorated master.
Availability must be verified with the micropublisher.
All re-purchases must specify POLYESTER FILM BASE.

MICROFILM COLLECTIONS SURVEY

RLG PRESERVATION NEEDS ASSESSMENT EQUIVALENTS

The following information is presented for interface with RLG's automated PRESERVATION NEEDS ASSESSMENT PROJECT (PNAP) tool.

Other copies:	Item is Missing:
Used in past 5 years:	
Lacks automatic fire protection:	Lacks disaster response plan:
Storage conditions substandard:	
Missing parts/pages (Incomplete):	In pieces (all extant):
Image Deteriorated:	Image Uncopiable:
Guaranteed Replacement:	
Only copy in LUIS, OCLC or RLIN:	
Artifactual Value:	Conspectus Level 5:

VALUES NOT AUTOMATICALLY LOADED INTO PNAP; EXECUTE EXPORT SEQUENCE.

UNIVERSITY OF FLORIDA.
George A. Smathers Libraries.
Preservation Department.
Automation Project.

Unit: Conservation.
Title: BOOK STRUCTURE SURVEY.
Application: Q&A, v.4
Current Access: MS-DOS personal computer.
Future Access: MS-DOS personal computer, with additional read only access via Preservation LAN/Ethernet (target: June 94).

Date of Latest Revision: 1993.08.01
Status: Under revision; Will be reprogrammed as FoxPro application and relational database that will allow it to interface and receive information from other Preservation Department databases and the Libraries' OPAC.
Revision will extend use to allow capture of information prior to and following conservation treatment. Currently, separate systems record this information.

Narrative: This application records and analyzes information about book structures and indications of condition. It was designed primarily for use with special collections. A separate analytical engine converts information to RLG Preservation Needs Assessment tool information. Programming is also capable of generating USMARC bibliographic and holdings field information, primarily utilizing the 583 field structure. (There is currently a manual upload interface with the Librarie's OPAC. Bibliographic information can be downloaded.) Help screens are appear upon entry into each field. Each field is self-validating; incorrect or improper information can not be recorded.
Programming suggests data-entry based upon prior input and external information. Some fields are self-executing, based upon conditions recorded prior to field entry.
The recording form used with this program identifies text with coding. Data-entry may use either text or code; text is converted to code. Codes are mnemonic and relational. Each field-group is accompanied by free-text "memo" fields which allow narrative explanation of material-use or detail. (Future revision may also allow linking scanned images of the item to specific fields.)
Data entry is restricted to the first 1.5 screens. Programming for remaining screens automatically converts entry to specific information fields for use in analysis.
Analytical tools associated with programming allow cross tabluation and subsequent structural characterization. Data may be viewed on an item by item basis or as a whole or sub-group of all data recorded in the system. Other tools allow the system to predict deterioration, albeit requiring labor intensive report structuring, based upon structural conditions.
To date the tool has been used to characterize book structure and condition for a collection of 19th century juvenilia.

BOOK STRUCTURE SURVEY

NOTIS Holding Location: NOTIS SubLocation:

NOTIS Number: BarCode Number:

Classification: Language: Eng

Author:

Title:

State: Country: Year:

Slip Cover Materials:

Slip Cover Graphics:

Slip Cover Condition:

Cover Style:

Cover Materials:

Joint Materials:

Cover Decoration:

Case Condition:

Board Type:

PLEASE CONTINUE TO NEXT SCREEN.

BOOK STRUCTURE SURVEY

Case Attachment: Hinge Materials:

Leaf Attachment: Threads:

Sewing Supports: Supports:

Gatherings: End-Bands:

Adhesives: Lining Materials:

Text-Block Materials, TYPE: Text-Block Materials, MANUFACTURE:

Text-Block Materials, FEATURES:

Text-Block Graphics:

Text-Block Condition:

Embrittlement:

OTHER NOTES:

ADHESIVES

Non-Adhesive: Animal Glue: Paste: PVA: Unknown:

BOARD TYPE

Paper: Rag: Straw: Wood (unknown): Wood (vert): Wood (horz):

Unknown: Other:

CASE ATTACHMENT

No case: Wrap-around paper cover: Unbound pamphlet:

Cased in: Laced in: Non-adhesive: Tight-back:

CASE CONDITION

Front joint torn: Front hinge torn: Front cover detached:

Front cover missing: Back joint torn: Back hinge torn:

Back cover detached: Back cover missing: Abrasion:

Mold/Mildew damage: Insect damage: Water damage: Fire damage:

UV damage/Fading: Soiled case: Red rot/Leather deterioration:

Endbands torn or missing: Headcaps torn: Spine torn: Spine missing:

Previous Case Repair: Case other than original: Commercially rebound:

COVER DECORATION

Undecorated: Tooled: Blind Tooled: Gold Tooled: Color Tooled:

Stamped: Blind Stamped: Gold Stamped: Colors stamped:

Printed Cover: Onlays/Labels: Inlays: Sculpted: Colored/Painted:

Other:

COVER MATERIALS

Cloth: Buckram: C-cloth: Silk: Velvet: Linen: Leather:

Goat: Sheep: Calf: Pig: Paper (generic): Wallpaper: Tyvek:

Vellum: Other:

COVER STYLE

Uncovered: Unknown: Full: 3/4: Half: 1/4:

EMBRITTLEMENT

0DFT: 1DFT: 2DFT: 3DFT: 4DFT: 5DFT: Not Brittle:

END BANDS

No endbands: Sewn-on: Manufactured:

GATHERINGS

2o: 3o: 4o: 6o: 8o:

12o: 16o: 18o: 24o: 32o: 48o:

HINGE MATERIALS

None: Cloth: Silk: Linen: Leather: Paper: Wallpaper:

Tyvek: Vellum: Unknown: Other:

JOINT MATERIALS

None: Cloth: Silk: Linen: Leather: Paper: Wallpaper:

Tyvek: Vellum: Unknown: Other:

LEAF ATTACHMENT

Staple-through fold: Side-wire stapled: Nail/Post-bound:

Spiral-bound: Velo-bound: Sewn-through fold: Over-sewn:

Stab-sewn: Adhesive:

LINING MATERIALS

Not Lined: Cloth, Woven: Cloth, Non-Woven: Crash/Mull:
Leather: Paper: Vellum: Unknown: Other:

SEWING SUPPORTS

No supports: Raised cords: Recessed cords: On tapes: Other:

SLIP COVER CONDITION

Abrasion: Mold/Mildew damage: Insect damage: Water damage:
Fire damage: UV damage/Fading: Soiled Slip Cover: Marginalia:
Stained: Text obliterate: Tears: Lacuni/Holes: Previous Repair:

SLIP COVER GRAPHICS

None: Photograph, B&W: Photograph, Color: Illustration, B&W:
Illustration, Color: Map, B&W: Map, Color:

SLIP COVER MATERIALS

Cloth: Paper: Wallpaper: Tyvek: Plastic/Film: Other:

SUPPORTS

Cloth: Silk: Flax/Hemp: Linen: Leather: Paper: Card:
Wallpaper: Tyvek: Vellum: Polyfiber: Nylon: Rayon: Unknown:
Other:

TEXT-BLOCK CONDITION

Spine Broken: Loose Signatures: Loose Pages: Missing Parts/Pages:
Text-block loose in case: Light Text Impression: Foxing:
Mold/Mildew Damage: Insect Damage: Water Damage: Fire Damage:
Soiled Pages: Marginalia: Stained: Text Obliterated:
Tears (Text Area): Tears (Margin Only): Lacuni/Holes:
Previous TextBlock Repair:

TEXT-BLOCK GRAPHICS

None: Photograph, B&W: Photograph, Color: Illustration, B&W:
Illustration, Color: Map, B&W: Map, Color:

TEXT-BLOCK MATERIALS, FEATURES

Coated: Deacidified: Laminated: Encapsulated: Plasticized:
Backed: Unknown: Other:

TEXT-BLOCK MATERIALS, MANUFACTURE

Handmade: Machine: Unknown:

TEXT-BLOCK MATERIALS, TYPE

Cloth: Paper: Card: Tyvek: Vellum: Plastic/Film: Unknown:
Other:

THREADS

Flax/Hemp: Linen: Polyfiber: Nylon: Rayon: Unknown: Other:

Printed October 15, 1993
Surveyor™ Condition Survey Software

Demo Condition Survey

Full Summary

Total samples: 150

Size

undersized	43	28.7%
standard	37	24.7%
oversized	26	17.3%
folio	44	29.3%

Average pages per volume: 211
Average weight (in lbs.): 2.8

Collection

monographs	68	45.3%
serials	82	54.7%

Place of Publication

N. America/W Europe	20	13.3%
East Europe	22	14.7%
Asia	24	16%
India	20	13.3%
Africa	20	13.3%
other	18	12%
unknown	26	17.3%

Subject

Art	28	18.7%
Science	33	22%
Literature	30	20%
History	24	16%
other	35	23.3%

Language

English	23	15.3%
Spanish	34	22.7%
French	30	20%
German	32	21.3%
other	31	20.7%

Enclosures

phase box	10	6.7%
clamshell box	7	4.7%
slip case	15	10%
portfolio/flap	8	5.3%
wrapper	3	2%
appropriate*	28	65.1%
inappropriate*	15	34.9%

Condition

no damage	18	12%
minor damage	21	14%
major damage	4	2.7%

Paper

unknown	6	4%
coated	15	10%
uncoated	84	56%
both:	45	30%
>1/4" coated	14	9.3%
scattered pages	31	20.7%

Acidity (uncoated paper)

acidic	99	66%
not acidic	35	23.3%
not tested	16	10.7%

Brittleness

1-2 folds	39	26%
3-4 folds	39	26%
4+ folds	37	24.7%
not tested	35	23.3%

Usability of brittle items

intact	0	0%
unusable	78	52%

Condition of pages

no damage	50	33.3%
minor damage	45	30%
major damage	55	36.7%

Bindings

Publisher's cloth	23	15.3%
library binding	12	8%
softcover	14	9.3%
leather	15	10%
velobind	14	9.3%
spiral/looseleaf	16	10.7%
other	15	10%
pamphlet	19	12.7%
unbound	22	14.7%

Pamphlets

appropriate**	15	78.9%
inappropriate**	4	21.1%

External binding condition

no damage	91	60.7%
minor damage	19	12.7%
major damage	18	12%

Leaf Attachment

sewn signatures	29	19.3%
oversewn	19	12.7%
adhesive	44	29.3%
stabbed	31	20.7%
other	19	12.7%
none	8	5.3%

Condition

no damage	58	38.7%
minor damage	50	33.3%
major damage	34	22.7%

Text block to cover condition

no damage	70	46.7%
minor damage	35	23.3%
major damage	33	22%

* Percentages shown are for all items in enclosures
** Percentages shown are for all items in pamphlet bindings

Repairs

Paper		
appropriate	45	30%
inappropriate	45	30%
Binding		
appropriate	17	11.3%
inappropriate	42	28%

User damage

no damage	54	36%
minor damage	44	29.3%
major damage	52	34.7%
Types of user damage		
missing parts	25	16.7%
food stains	19	12.7%
underlining	52	34.7%

Format issues

foldouts	38	25.3%
loose materials	40	26.7%
margins <1/2 in	40	26.7%

118 items (78.7%) have format issues

Environmental damage

no damage	44	29.3%
minor damage	58	38.7%
major damage	48	32%
Types of environmental damage		
light	49	32.7%
water/mold	21	14%
other	46	30.7%

Color illustrations

none	104	69.3%
some	12	8%
many	10	6.7%
most	4	2.7%
frontispiece	13	8.7%
ads	7	4.7%
Characteristics		
representative	17	11.3%
encoded	50	33.3%
adjacent	4	2.7%
grouped	0	0%
Types		
line illus	15	10%
continuous tone	6	4%
halftone	28	18.7%
original art	7	4.7%

B&W illustrations

none	101	67.3%
some	13	8.7%
many	10	6.7%
most	9	6%
frontispiece	17	11.3%
Characteristics		
adjacent	34	22.7%
grouped	15	10%
Types		
line illus	12	8%
continuous tone	8	5.3%
halftone	29	19.3%
original art	9	6%

Of the total samples:		
contain illustrations	59	39.3%
contain color illustrations	46	30.7%
contain b&w illustrations	49	32.7%

Collection Evaluation

replace (film)	24	16%
replace (hard copy)	21	14%
conservation	25	16.7%
make non-circ	36	24%
withdraw	22	14.7%
no treatment	22	14.7%
Artifactual items	70	46.7%

Future Treatment Needs

Brittle items		
replace (film)	15	10%
replace (hard copy)	11	7.3%
conservation	13	8.7%
make non-circ	14	9.3%
Conservation		
repair	31	20.7%
rebind	22	14.7%
rebind (artifactual)	11	7.3%
boxing	32	21.3%
Deacidification		
meet requirements	4	2.7%
approved	4	2.7%

Demo Condition Survey

Enclosure condition (by Enclosure)

Total samples: 950

	phase box		clamshell box		slip case		portfolio/flap	
no damage	14	33.3%	22	51.2%	25	25.5%	21	48.8%
minor damage	18	42.9%	8	18.6%	69	70.4%	11	25.6%
major damage	10	23.8%	13	30.2%	4	4.1%	11	25.6%
n/a	0	0%	0	0%	0	0%	0	0%
TOTALS	42	100.0%	43	100.0%	98	100.0%	43	100.0%

	wrapper		none	
no damage	19	63.3%	0	0%
minor damage	3	10%	0	0%
major damage	8	26.7%	0	0%
n/a	0	0%	694	100%
TOTALS	30	100.0%	694	100.0%

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Demo Condition Survey

1 **Sample no:** ☐

2 **Call no:** ☐

3 **Weight:** ☐ lbs.

4 **Year:** ☐

5 **Pages:** ☐

6 Size
- ☐ undersized
- ☐ standard
- ☐ oversized
- ☐ folio

7 Collection
- ☐ monographs
- ☐ serials
- ☐
- ☐

8 Subject
- ☐ Art
- ☐ Science
- ☐ Literature
- ☐ History
- ☐ other
- ☐

9 Place of Publication
- ☐ N. America/W
- ☐ Europe
- ☐ East Europe
- ☐ Asia
- ☐ India
- ☐ Africa
- ☐ other

10 Language
- ☐ English
- ☐ Spanish
- ☐ French
- ☐ German
- ☐ other

11 Enclosure
- ☐ phase box
- ☐ clamshell box
- ☐ slip case
- ☐ portfolio/flap
- ☐ wrapper
- ☐ none

12 Appropriate?
- ☐ appropriate
- ☐ inappropriate
- ☐ n/a

13 Condition
- ☐ no damage
- ☐ minor damage
- ☐ major damage
- ☐ n/a

14 Binding
- ☐ Publisher's cloth
- ☐ library binding
- ☐ softcover
- ☐ leather
- ☐ velobind
- ☐ spiral/looseleaf
- ☐ other
- ☐ pamphlet
- ☐ unbound

15 If "pamphlet," is it ...
- ☐ appropriate
- ☐ inappropriate
- ☐ n/a

16 Binding repair
- ☐ appropriate
- ☐ inappropriate
- ☐ n/a

17 External binding condition
- ☐ no damage
- ☐ minor damage
- ☐ major damage
- ☐ n/a

18 Leaf Attachment
- ☐ sewn signatures
- ☐ oversewn
- ☐ adhesive
- ☐ stabbed
- ☐ other
- ☐ none

19 Leaf Attachment cond.
- ☐ no damage
- ☐ minor damage
- ☐ major damage
- ☐ n/a

20 Text to cover condition
- ☐ no damage
- ☐ minor damage
- ☐ major damage
- ☐ n/a

21 Paper type
- ☐ coated
- ☐ uncoated
- ☐ both
- ☐ unknown

22 If "both," how much coated paper?
- ☐ >1/4 in coated
- ☐ scattered
- ☐ n/a

23 Paper repair
- ☐ appropriate
- ☐ inappropriate
- ☐ n/a

24 Page Condition
- ☐ no damage
- ☐ minor damage
- ☐ major damage

25 Acidity (uncoated)
- ☐ acidic
- ☐ not acidic
- ☐ not tested

26 Brittleness
- ☐ 1-2 folds
- ☐ 3-4 folds
- ☐ 4+ folds
- ☐ not tested

27 Are pages flexible?
- ☐ yes
- ☐ no

28 User damage
- ☐ no damage
- ☐ minor damage
- ☐ major damage

29 Type(s)**
- ☐ missing parts
- ☐ food stains
- ☐ underlining
- ☐ n/a
- ☐

30 Environmental damage
- ☐ no damage
- ☐ minor damage
- ☐ major damage

31 Type(s)**
- ☐ light
- ☐ water/mold
- ☐ other
- ☐ n/a
- ☐

32 Format issues**
- ☐ foldouts
- ☐ loose materials
- ☐ margins <1/2 in
- ☐ n/a
- ☐

33 Color illus.
- ☐ none
- ☐ some
- ☐ many
- ☐ most
- ☐ frontispiece
- ☐ ads

34 Characteristics**
- ☐ representative
- ☐ encoded
- ☐ adjacent
- ☐ grouped
- ☐ n/a

35 Types**
- ☐ line illus
- ☐ cont. tone
- ☐ halftone
- ☐ original art
- ☐ n/a

36 B&W illus.
- ☐ none
- ☐ some
- ☐ many
- ☐ most
- ☐ frontispiece

37 Characteristics**
- ☐ adjacent
- ☐ grouped
- ☐ n/a

38 Types**
- ☐ line illus
- ☐ cont. tone
- ☐ halftone
- ☐ original art
- ☐ n/a

39 Artifactual value?
- ☐ yes
- ☐ no

40 Collection Evaluation
If this book were unusable, what treatment would you recommend, based on its value to the collection?
- ☐ replace (film)
- ☐ replace (hard copy)
- ☐ conservation
- ☐ make non-circ
- ☐ withdraw
- ☐ no treatment

Surveyor's initials

** = Choose all responses that apply

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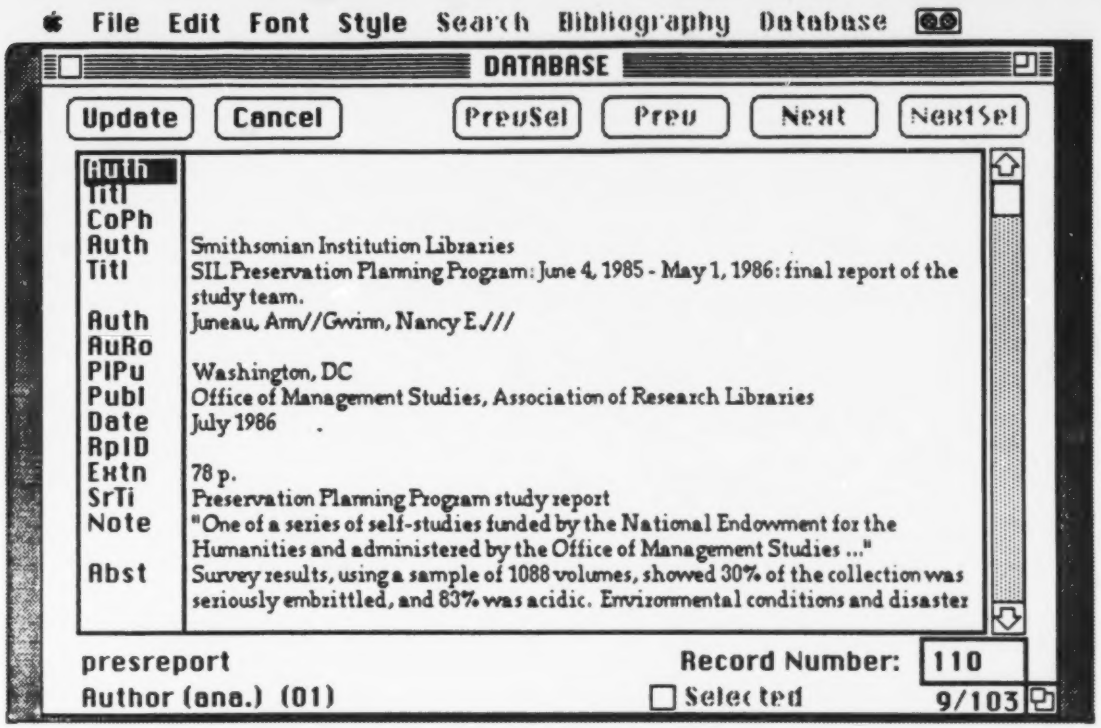
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Titl SIL Preservation Planning Program: June 4, 1985 - May 1, 1986: final report of the study team.
Auth Juneau, Ann//Gwinn, Nancy E.///
AuRo
PlPu Washington, DC
Publ Office of Management Studies, Association of Research Libraries
Date July 1986
RpID
Extn 78 p.
SrTi Preservation Planning Program study report
Note "One of a series of self-studies funded by the National Endowment for the Humanities and administered by the Office of Management Studies ..."
Abst Survey results, using a sample of 1088 volumes, showed 30% of the collection was seriously embrittled, and 83% was acidic. Environmental conditions and disaster
presreport
Record Number: 110
Author (ana.) (01)
Selected
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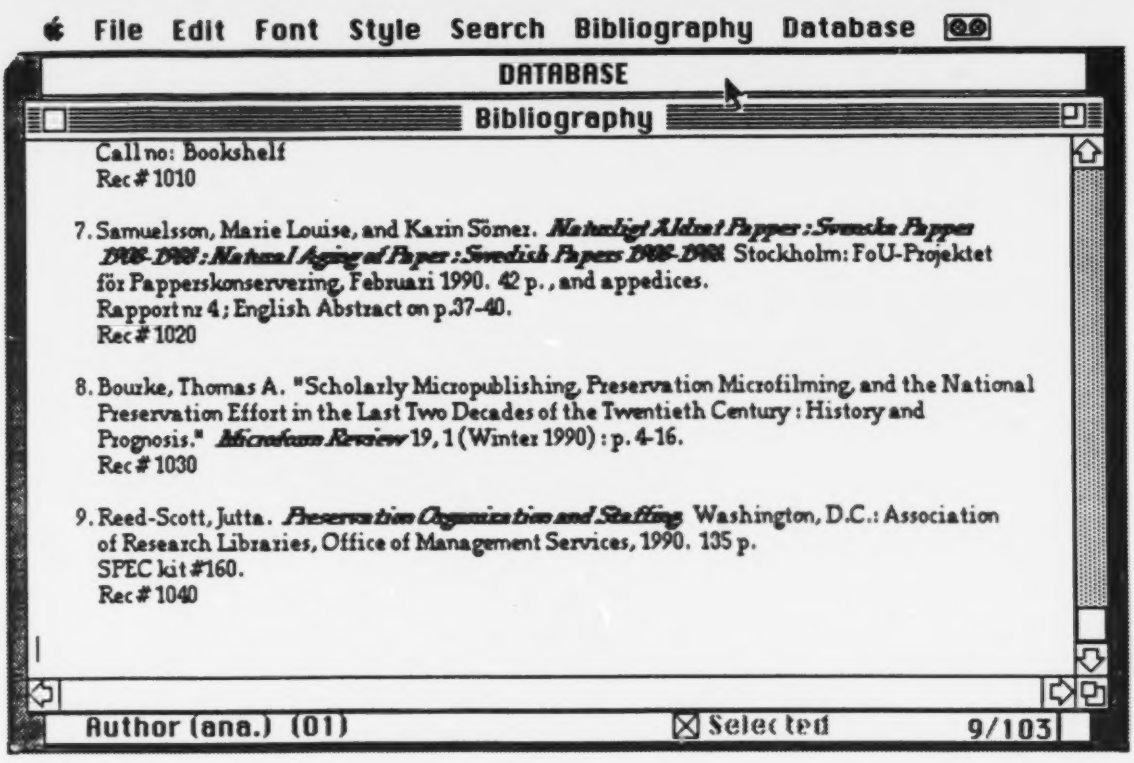
File Edit Font Style Search Bibliography Database
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Rec # 1010
7. Samuelsson, Marie Louise, and Karin Sömer. Naturligt Åldrat Papper : Svenska Papper 1908-1988 : Natural Aging of Paper : Swedish Papers 1908-1988 Stockholm: FoU-Projektet för Papperskonservering, Februari 1990. 42 p., and appedices.
Rapport nr 4; English Abstract on p.37-40.
Rec # 1020
8. Bourke, Thomas A. "Scholarly Micropublishing, Preservation Microfilming, and the National Preservation Effort in the Last Two Decades of the Twentieth Century : History and Prognosis." Microform Review 19, 1 (Winter 1990) : p. 4-16.
Rec # 1030
9. Reed-Scott, Jutta. Preservation Organization and Staffing Washington, D.C.: Association of Research Libraries, Office of Management Services, 1990. 135 p.
SPEC kit #160.
Rec # 1040
Author (ana.) (01)
Selected
9/103

The bibliographic entries after formatting

LAB NUMBER 19086-AB

HARVARD UNIVERSITY LIBRARY CONSERVATION LABORATORY

TREATMENT PROPOSAL FORM

COLLECTION Widener Map Collection

EXAMINED BY Nicholas Pickwoad **DATE EXAMINED** 10 September 1993

IDENTIFICATION NO. GH 49035 .TH359 XXX **DATE OF ITEM** 1835

H 65 cm **W** 35 cm **T** 8.5 cm

ITEM(S)

This is the title of this item: Along with its subtitle. Might as well include a publication area, too.

ENCLOSURE none

CONDITION (SUMMARY)

Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary Condition summary

PROPOSED TREATMENT

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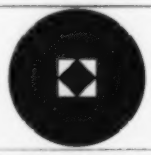
EXTRA PHOTOGRAPHIC DOCUMENTATION	☒ color slide / print ☐ photomicrograph ☐ Other ☐ black & white ☐ U/V		
PROPOSED BY	Nicholas Pickwoad	**DATE**	15 September 1993
AGREED BY		**DATE**	

SYSTEMS AND PROCEDURES EXCHANGE CENTER

ENVIRONMENTAL MONITORING

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

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SmartReaders (tm)
Compact Self-Powered Data Loggers
Reference Guide

Introduction to SmartReader Data Loggers

SmartReaders are easy-to-use battery-powered data loggers. Pocket-sized and rugged, they can be used in a wide range of environmental and industrial applications. Eight different SmartReader models are available to directly measure and record variables such as temperature, relative humidity, pressure, electric current, analog voltage, current loop and pulse. Each model can reliably record up to a decade of time-based data for later analysis, by TrendReader Software, on any IBM PC XT or 100% compatible computer.

Features

SmartReader data loggers share many common features that make them outstanding tools for data collection:

- Pocket-sized.
- Internal componentry consists of all solid-state construction with no moving parts.
- Solid-state memory that can store up to twenty-two months of time-based data.
- Precision calibrated on-board thermistor temperature sensor.
- Ten-year lithium energy cell.
- High-accuracy clock crystal.

- associate each data-gathering channel with a special equation in TrendReader Software.

How SmartReader data loggers take readings

Each SmartReader data logger has an on-board thermistor that you can use to record ambient temperature. You can turn this temperature-monitoring capability on or off through software. Depending on which SmartReader model you have, you can also record other information by connecting sensors, transducers or external circuitry to the plug-in terminal block.

SmartReaders can record up to 32,000 readings. When the memory gets full, the logger continues to take readings (to make room it discards the oldest reading every time it adds a new one). Thus, when the memory is full, it will hold a "sliding window" of readings spanning 32,000 readings.

You can set the frequency at which your logger takes readings through software. The sampling rate you select will apply to all enabled channels. At a sample rate of eight seconds one reading is taken every eight seconds and saved to memory. As you slow the sample rate the logger begins to average readings before saving them to memory. To do this the logger takes a reading every eight seconds but instead of transferring this directly to the logger's memory, it stores the readings in a buffer (a temporary memory) where it is retained until the sampling interval is over.

When you backup a logger's data onto your computer, the correct time and date are referenced to each reading. All readings are then individually time and date stamped and processed by an equation associated with the data logger channel. The result is a collection of accurate time-based temperature data ready for detailed graphing and analysis.

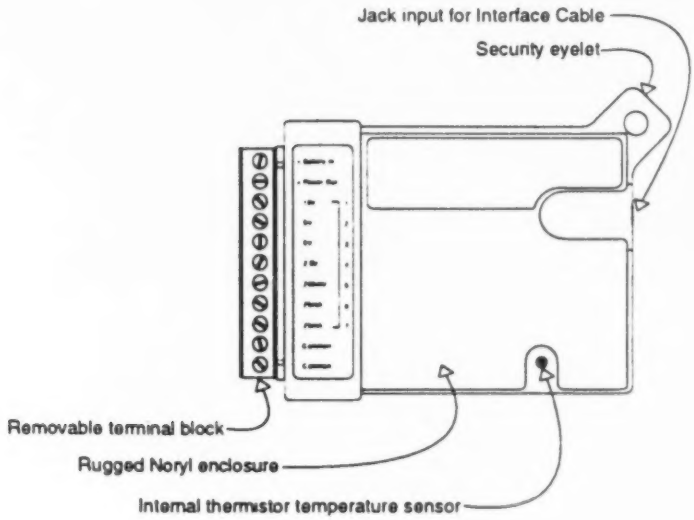
How to use SmartReaders

Using your SmartReader data logger for most applications is a simple process. With proper planning, setup, installation and retrieval of your data logger, you can be assured that the information you collect will be both correct and useful. This section provides general procedures for using SmartReader data loggers. For additional and specific information on these steps, refer to the chapter in this manual that deals with the particular SmartReader model you have.

Planning

Proper planning is the key to successful data logging. Time spent in this stage will help you save time and frustration later. To help you plan, answer these questions: *What exactly do I want to measure? Where is the best place to measure it? How long do I want to monitor for? Should other variables be monitored simultaneously?*

- Magnetic backing and locking hole for easy and secure in-field mounting.
- Rugged custom-molded Noryl® case.
- Easy-to-use terminal block connector for reliable external connections.



Description

SmartReader data loggers run continuously - constantly measuring and recording readings from any enabled channels. Self-powered by a lithium energy cell that will provide ten years of reliable operation, your SmartReader can work completely independently from any external power supply or computer. When

you're ready to look at the data it's collected, it can transfer all information to your IBM PC XT or compatible computer through the use of TrendReader Software.

Main Components

The main components on the SmartReader data loggers include:

- a RAM memory chip that contains specific operating instructions as well as a capacity to store up to 32,000 readings.
- an eight-bit analog-to-digital converter (A/D) that converts all input signals into digital values for analysis by your PC.
- a clock crystal that accurately keeps track of time and regulates the taking of readings.
- a close-tolerance on-board thermistor that the logger uses to measure ambient temperature via changes in resistance.
- a lithium energy cell that provides power to the RAM chip, A/D converter, clock crystal, and internal or external sensors.

Programmed Operation

SmartReader data loggers run continuously according to settings that you can program. These pre-selected settings are stored onto the logger's memory chip and instruct it to:

- take data readings at regularly-spaced intervals.
- take readings from specific channels that you have enabled.

Introduction to TrendReader

TrendReader is an easy-to-use program for analyzing data logger information. It works in tandem with the IC-100 Interface Cable (or optional IC-200 Network/Modem Interface Cable) to let you quickly transfer and display collected information directly from your data loggers onto your IBM PC XT or compatible computer. From there, you can perform many analysis functions that will help you make the most of your logged data.

Features

With TrendReader you can:

- Quickly download data to your computer just by connecting the interface cable between your computer and your data-logger.
- Produce automatically-scaled graphs of your logged data.
- Overlay graphs from different data-loggers (or time periods) on top of each other.
- Save the files on disk for later retrieval.
- Display realtime ("as they happen") readings from your data-loggers.
- Produce presentation-quality labelled printouts and plots.
- Test, calibrate and adjust your data-logger(s).
- Display detailed statistical summaries of your recorded data.

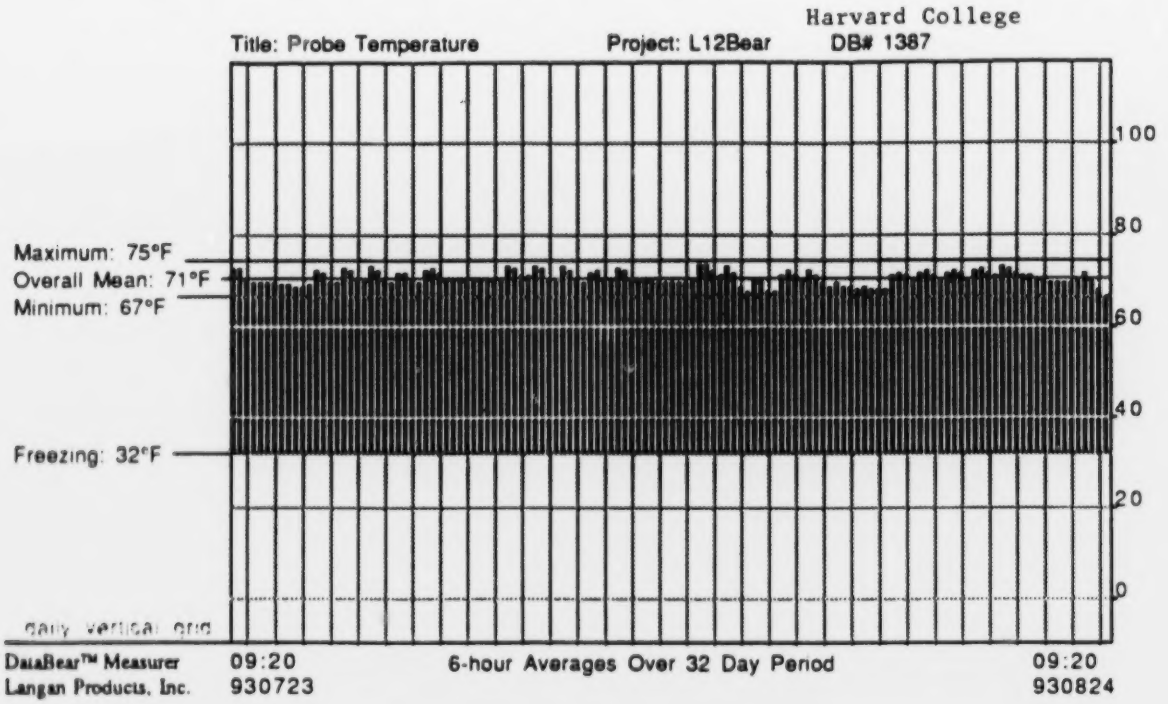
- Transfer readings to other software packages.

In addition, TrendReader features important data manipulation functions. With it you can combine graphs from different data-loggers to create compound graphs. You also can write mathematical equations for easy data manipulation. You can even analyze information from your data loggers remotely, using a modem (and the optional IC-200 Network/Modem Interface Cable), over standard telephone lines.

Contents of Package

The TrendReader Software package includes:

- One 5¼" low density TrendReader program diskette.
- One 3½" low density TrendReader program diskette.
- TrendReader Software Reference Guide.
- IC-100 Interface Cable complete with 9-to-25 pin serial port adapter.


Harvard College
Title: Probe Temperature
Project: L12Bear
DB# 1387
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40
20
0
Maximum: 75°F
Overall Mean: 71°F
Minimum: 67°F
Freezing: 32°F
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6-hour Averages Over 32 Day Period
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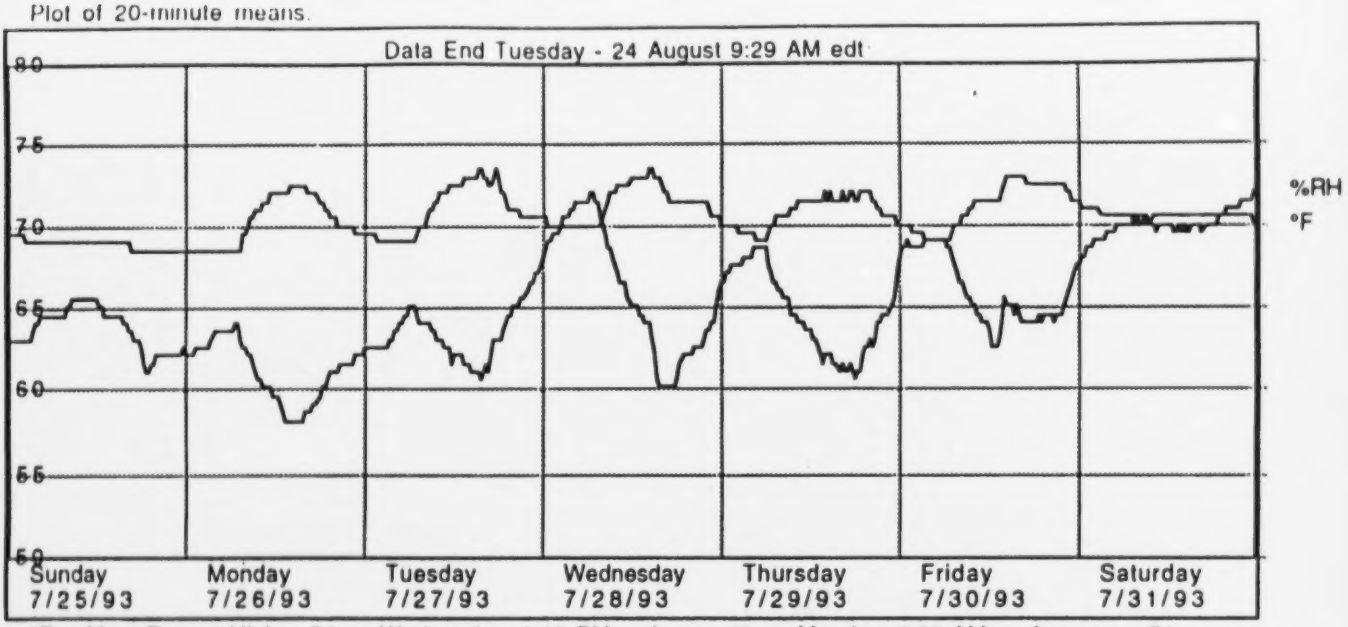
Plot of 20-minute means.



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%RH: Most Recent High = 72 on Saturday, 11:57 PM — Low = 57 on Monday, 2:24 PM — Average = 65.

BEST COPY AVAILABLE